SECTION CR (Refueling)

PERFORMANCE WORK STATEMENT (PWS)

for

AIRCRAFT/GROUND FUEL SERVICES

and

FUEL/CRYOGENIC STORAGE AND DISTRIBUTION

under

SOLICITATION SP0600-04-R-0032

COMMANDER, NAVAL REGION MID-ATLANTIC

NS NORFOLK and NAB LITTLE CREEK

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If applicable, words, phrases, and sections highlighted in red refer to outlying (NALF and OLF) fields. Delete such references if not applicable.

If applicable, words, phrases, and sections that may be highlighted in sky-blue refer to cryogenic operations. Delete such references if not applicable.

Sections highlighted in yellow represent equipment, components, and issues that may or may not be applicable, required, or desirable to the specified location but are included for review. Delete or modify such references as applicable.

CR-1.0 GENERAL

CR-1.1 Description

CR-1.1.1 Responsibilities: This Performance Work Statement (PWS) is established to identify the responsibilities of the Alongside Aircraft Refueling Contractor (AARC), hereafter referred to as the Contractor, to manage, maintain, and operate Government owned fuel facilities and equipment within the control of the **Commander, Naval Region Mid-Atlantic** but restricted to **Naval Station (NS) Norfolk (Chambers Field), VA**, hereafter referred to as **NS Norfolk** and **Naval Amphibious Base (NAB) Little Creek**, hereafter referred to as **NAB Little Creek**. Furthermore, this PWS establishes the Contractor's responsibility to furnish, manage, maintain, and operate mobile fuel servicing equipment required and necessary to support the facilities, equipment, vehicles, ships, and aircraft assigned to and as may transit, deploy to, or exercise from, as may be applicable, to both locations. For clarity, tasks associated with or equipment applicable to only one of these graphically separate locations will be specifically identified with the term "**NS Norfolk Only**" for example or contain the base name in the specific header. If no specific identification or labeling exists, the requirement is applicable to all locations.

Note

Unless specified otherwise, i.e. *two (2) 20,000-barrel jet fuel tanks*, all figures, tables of figures, and data regarding the receipt, movement, issue, measurement, and inventory of products, to include cryogenics products, are stated in US Gallons. Some tank capacities may be rounded to the nearest thousand gallon increments.

CR-1.1.2 Facilities, General: Fuel facilities with the control of the Commander, Naval Region Mid-Atlantic are extensive; however, this PWS is restricted to the outline of facilities at NS Norfolk and NAB Little Creek, geographically separate locations with vastly different missions.

CR-1.1.2.1 NS Norfolk: The fuel facilities at NS Norfolk, from the Craney Island/NS Norfolk JP5 pipeline interface valve to the JP5 fillstand facilities and truck parking areas, are fully contained within the relatively small walled and fenced fuel management compound. Jet fuel storage consists of a single, relatively new aboveground JP5 tanks to several 1930s vintage cut and cover concrete tanks, and the receipt, control, and issue components common to these types of facilities. Ground fuels and defueled product are also stored in and dispensed from new aboveground vaulted tanks. Jet fuel is delivered by contract refuelers to all assigned and transient aircraft on the near side of the runway, as well to wide body transient aircraft parked at the passenger/cargo terminal on the far side of the runway. In addition, two widely dispersed refueler/pantograph direct refueling sites are maintained. The Contractor delivers ground fuels throughout the base and collects used oil and transports it to the Craney Island terminal. The Contractor operated laboratory, site management office, and administrative office are located in building LP44. The dispatch center and driver ready room are located in building LP65A. Various other building and facilities, all within the fuel compound, are identified and defined in Appendix A.

CR-1.1.2.2 NAB Little Creek: NAB Little Creek fuel facilities consist of two widely separated areas, Desert Cove, the primary work area, and the West Annex, a F76 storage facility.

CR-1.1.2.2.1 Desert Cove: The Desert Cove JP5 bulk storage facilities consists of two relatively new and a somewhat older aboveground welded steel tanks. A barge receipt pier, a pumping system dedicated to the support of the LCAC hydrant like cabinets, and a JP5 truck receipt header/fillstand use to receive JP5 by truck and to fill ACU4 refuelers make up the remainder of the JP5 system. Reformulated mid-grade gasoline (MMR) and low sulfur diesel (LS2) for the automated service station are stored in two 10,000 vaulted tanks. Two additional 10,000 vaulted tanks are used to store bulk MMR and LS2. From these tanks, MMR is be delivered directly to a small craft issue point at the quay wall or to ground fuel trucks at the fillstand. LS2 is provided to trucks at the fillstand system only. Two recently refurbished 40s vintage aboveground welded steel tanks provide bulk F76 storage. F76 can be delivered directly to four small craft issue point at the quay wall or to Contractor and military trucks at the ground fuel fillstand. The Contractor's administrative space, dispatch area, site manger's office, operator's ready room, and maintenance functions are located in building 3860. All Contractor owned and operated fuel-servicing trucks, two bulk F76 transport trucks and the dual product (MMR/LS2) ground fuel delivery truck, are parked/kept at the Desert Cove facility.

CR-1.1.2.2.2 West Annex: The West Annex, a facility primarily used in support of barge operations consists of a single large capacity cut and cover F76 tank, receipt/issue facilities, and a connecting pipeline to pier 19. Pier 19, the only pier on which fuel lines are installed, is generally used to load or receive F76 barges. Two barges, YON 282 and YON 295, are used to deliver F76 to ships requiring greater than 10,000 gallons of product. The barges, generally kept full, are moved to and from the ships to be serviced by Port Services but are maintained and operated by the fuel Contractor.

CR-1.2 Mission

CR-1.2.1 Mission Support Functions: NS Norfolk serves as an Aerial Port of Debarkation (APOD), a pilot training facility, and as a homeport for numerous ships ranging in size up to the Nimitz class aircraft carrier. NAB Little Creek is homeport to a variety of ships ranging from small patrol craft to LSD and LPH class vessels. It is also the home station for ACU4 and its Landing Craft, Air Cushion (LCAC) hovercraft. In addition, various other small, specialized boat units are assigned to NAB Little Creek. In support of these missions, the Contractor shall be responsible for the following fuels management functions.

- ✓ Bulk product, aviation and ground fuel, receipt, storage, handling, and issue operations
- ✓ Fuel services (issue and defuel) of aviation fuels to aircraft, ground support equipment, container systems, and facilities using mobile refueler and/or fixed direct refueling/pantograph systems
- ✓ Fuel services (issue and defuel) of aviation, ships propulsion, and ground fuels via truck, barge, or fixed pier facilities to service ships, small craft, and other water borne vessels
- ✓ Bulk fuel services (issue) of aviation and ground fuels to other Government refuelers and commercial bulk transport trucks via the bulk storage fillstand facilities
- ✓ Fuel services (issue and defuel) of ground fuel products via mobile fuel servicing truck
- ✓ Fuel services (issue) of ground fuel products via pipeline to fixed facilities
- ✓ The testing of, collection (defuel) by truck, storage, handling, and disposal of Used Oil (fuel)
- ✓ The collection (defuel) by truck, storage, processing, and reissue by truck of Recyclable Jet Fuel
- ✓ The operation of the manual/automated service station to include receipt of products
- ✓ Product quality surveillance, sampling and testing, and fuel laboratory operations
- ✓ Fuel accounting and administrative functions to include the management of Fuels Automated System (FAS), Fuel Enterprise Server (FES), and other automated accounting/data gathering chip, key, and card systems as they apply to petroleum functions
- ✓ All associated inspections, preventive maintenance (PM), and operator maintenance applicable to the petroleum systems and documentation of all inspections, PM, maintenance, and repair actions. These actions may include the installation, administration, and upkeep of an automated preventive maintenance program and other software as may be specified herein.

CR-1.2.2 Mission Support Responsibility: The receipt, internal handling, and delivery of petroleum products to units assigned to or as may transit, deploy to, or take part in exercises at NS Norfolk and NAB Little Creek shall be the responsibility of the Contractors.

CR-1.3 Contract Performance

CR-1.3.1 Performance: The Contractor shall perform the tasks identified herein and achieve the performance standards outlined for each task. The Contractor shall, as outlined in Section CR-1.4, Detailed Plans, submit plans for NS Norfolk and NAB Little Creek that demonstrate its capability to meet all performance standards and comply with all applicable Federal, state, and local laws, DOD policy, instructions and regulations, and local instructions and guidelines. Except as specified herein, the Contractor shall be responsible for obtaining computer access to or obtaining copies of all Federal and state laws, regulations, codes, and commercial/civil guidelines, including changes thereto, that are required and necessary to the performance of this contract. As noted in Appendix D, Reference Documents, the contracted activity will provide a single copy of applicable DOD, Service, and local instructions, and changes thereto required under this contract.

CR-1.3.2 Drug Free Workplace: The Contractor shall establish and maintain a Workplace Drug Testing Program that is in compliance with the Mandatory Guidelines for Federal Workplace Drug Testing Programs as outlined by Executive Order 12564 of September 15, 1986 and Section 503 of Publication 100-71, 5 USC Section 7301 note, the Supplemental Appropriation Act for fiscal year 1987 date dated 11 July 1987.

CR-1.3.3 Surveys: In addition to the documentation generated under Appendix F, Quality Surveillance Program, the Government may perform customer satisfaction surveys, which may be used as part of the assessment of contract performance. The COR has the option to increase the frequency of surveys to address contract compliance issues as needed.

CR-1.4 Detailed Plans

CR-1.4.1 General: As specified herein, the Contractor shall submit detailed plans to the Government for review and acceptance. The required plans shall address the full range of fuel management related issues that apply to the contracted functions at NS Norfolk and NAB Little Creek. All plans are considered dynamic documents that may require review and updating over the course of the contract. Plans to be submitted within 60 days of contract award provide the contracted activity time to review the documents and recommend changes prior to the contract start date. For those plans not required until after the contract start date, the Contractor shall comply with existing Government practices and procedures during the initial performance period. The ***bold Italics*** comments of the following paragraphs specify when each plan or a summary thereof is due and to whom it will be submitted.

CR-1.4.1.1 Plan Summaries: Summary plans shall be submitted for technical review. **See *Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31, regarding the submission of summary plans for technical evaluation.***

CR-1.4.1.2 Completed Plans Set: Once the entire plans requirement is compete, the Contractor shall provide a complete set of required plans on Compact Disc (CD) in Adobe pdf format to the contracted activity COR, NOLSC DC, and the DESC contracting specialist.

CR-1.4.2 Contract Compliance Plan: Pursuit to the provisions of *Section E, Inspection and Acceptance, Clause E5.03*, the Contractor shall provide a comprehensive and detailed plan that will ensure contract compliance. The plan, an internal, self-inspection system acceptable to the Government, shall addresses methods for meeting the performance standards established within Section CR-2.0, Specific Tasks. ***The complete Contract Compliance Plan shall be submitted to the contracted activity within 60 days of the contract start date***.

CR-1.4.3 Product Quality Surveillance Plan: A comprehensive plan to ensure that products placed in the care of the Contractor are properly handled, remains on-specification, and are ready for issue. The plan shall include policy and procedure regarding sampling, testing at the level applicable to the specified fuel laboratory, laboratory equipment, documentation of tests, reports and records keeping, and actions to be taken in case of unacceptable test results. The plan shall fully outline Contractor responsibilities for quality surveillance under Section CR-2.0, Specific Tasks. ***The Product Quality Surveillance Plan shall be submitted to the contracted activity within 60 days of contract award***.

CR-1.4.4 Environmental Protection Plan: Based on the requirements of Section CR-2.15, Environmental Protection, the Contractor shall submit a comprehensive and detailed plan outlining procedures necessary to protect the environment in accordance with all applicable DOD, USN regulations, and local laws. ***The Environmental Protection Plan shall be submitted to the contracted activity within 60 days of contract award***.

CR-1.4.5 Contract Contingency Plan: The Contract Contingency Plan shall outline Contractor actions to ensure there are no significant interruption of services resulting from labor disputes, catastrophic failure of equipment, or the effects of national disasters/emergencies within the Contractor's control. The plan shall provide specific details regarding labor issues as may result from potential strike actions, military contingency and war time manning requirements, subcontracting as may be required to meet manning requirements, and the replacement of equipment anticipated to be out of service for more than 72 hours. The Contractor shall be responsible for repairing or replacing inoperable equipment or obtaining additional equipment and manpower required to carry out day-to-day and contingency operations. Upgrading or modifying equipment to meet specific off station and public, over-the-road requirements, licensing or obtaining permits for equipment and personnel to operate on public roads, and adherence to insurance requirements shall be the responsibility of the Contractor. ***The Contract Contingency Plan shall be submitted to the contracted activity within 60 days of contract award and shall be fully implemented at contract start up***.

CR-1.4.6 Maintenance Plan: As outlined in *Section I, Contract Clauses, Clause I114, Government Property* and Section CR-2.12, Preventive Maintenance – Facilities and Equipment, the Contractor shall establish and maintain a plan for the use, maintenance, repair, protection and preservation of the Government property identified herein. The Maintenance Plan, to include the installation and use of a Contractor furnished computer base preventive maintenance program, shall clearly outline the procedures for planning, programming, accomplishing, and documenting preventive maintenance. Repairs to equipment and facilities as may be directed under Section CR-4.2, Services Requiring a Task Order, Services Requiring a Task Order, shall also be covered. On acceptance, the plan shall be incorporated into the contract. The COR will review the plan as necessary during the term of the contract and communicate any need for changes to the Contractor through the Contracting Officer. ***The Maintenance Plan, to include a draft copy of listings and reports to be generated by the computer based preventive maintenance program, shall be submitted to the contracted activity within 60 days of contract award***. The Contractor provided/installed PM program software will become Government property on termination of the contract. All PM reports, listings, and records generated will become Government property at the time they are generated.

CR-1.4.7 Operations Plan: The Operations Plan is a comprehensive and detailed set of procedures systematically outlining all aspects and requirements, including emergency operating and shutdown procedures and staffing plans, for the tasks specified in Section CR-2.0, Specific Tasks. ***The Operations Plan shall be submitted to the contracted activity within 60 days of the start of the performance period***.

CR-1.4.8 Inventory Control and Accountability Plan: A comprehensive and detailed plan to ensure Contractor compliance with the inventory and reporting requirements of *DOD 4140.25M, DOD Management of Bulk Petroleum Products, Natural Gas, and Coal*. Contractor performance with regard to the Fuels Automated System (FAS) and the Defense Fuels Automated Management System (DFAMS) and other fuel accounting issues as outlined in Section CR-2.9, Inventory and Accounting, shall also be covered. ***The Inventory Control and Accountability Plan shall be submitted to the contracted activity within 60 days of the start of the contract.***

CR-1.4.9 Fuel Safety Plan: As reflected in Section CR-2.1, Safety Program, the contractor shall provide a detailed plan outlining product handling characteristic and the procedures necessary to maintain a safe working environment. The plan, a compendium of references, local laws, and regulations applicable to the products stored and handled, Material Safety Data Sheets, and guidelines regarding the handling of such products shall be maintained and updated over the course of the contract. ***The Fuel Safety Plan shall be submitted to the contracted activity within 60 days after contract award.***

CR-1.4.10 Security Plan: A detailed security plan as summarized in Section C 2.16, Security, shall clearly identify Contractor responsibility for maintaining the security of Government facilities, equipment, data processing computer systems, and materials, as well as any Contractor furnished equipment, tools, and materials. ***The Security Plan shall be submitted to the contracted activity within 60 days after contract award.***

CR-1.4.11 Training Plan: The Contractor shall publish a comprehensive plan outlining training requirements and objectives, see Section CR-2.13, Training and Records Keeping. It shall list course and subject titles, provide a brief description of the subject, identify training sources and the employees to be trained (by job classification), establish the frequency of training, and detail the method of monitoring plan compliance. Training required by state and local governments, i.e., Marine Terminal Operator, shall also be included. ***See Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31, regarding the submission of a summary Training Plan. The complete training plan shall be provided to the contracted activity during the contract turnover.***

CR-1.4.12 Transition Plan (New contract activities): Not applicable to NS Norfolk or NAB Little Creek..

CR-1.5 Contract Turnover

CR-1.5.1 Assistance: In the event of a Contractor change and contract turnover, the successor Contractor shall, during the last 72 hours of the expiring contract, be provided assistance by the outgoing Contractor and the COR in accomplishing a joint facilities turnover inspection. The inspection shall provide for a facilities walk-through and property inventory (validation/update of Appendixes A, Government Furnished Facilities and Appendix B, Government Furnished Equipment, Supplies, and Services), product sampling and testing, and a complete product inventory.

CR-1.5.2 Access: On contract award, the successor contractor shall be granted access to the base and all contracted facilities to survey those facilities and observe operations necessary to the drafting of the detailed plans required under Section CR-1.4, Detailed Plans, above. During the last two weeks of the expiring contract, the outgoing Contractor shall permit personnel of the successor Contractor access to all contracted facilities to observe operations.

CR-1.6 Planning Information

CR-1.6.1 Workload: Based on the workload data reflected by the various tables and exhibits of this PWS, the Contractor should plan to issue approximately ***1,785,000*** gallons of jet fuel to some ***1500/250*** aircraft per month (cold/hot refueling respectively) at NS Norfolk; however, workload surges of ***2,500,000*** gallons to as many as ***1,960*** (cold refueling only) aircraft per month (October 2001) have occurred. The workload for NAB Little Creek is best described as issues of various products to a number of small craft, ships, trucks at various locations, see the NAB Little Creek Exhibit of Products Issued. The Contractor should also plan to undertake, as outlined herein, ground fuel delivery (both locations) and used oil collection/disposal operations (NS Norfolk Only) as defined by and within the time frames established by Table 1, Hours of Operation. With regard to the ground services tasks, the Government reserves the right to reprioritize/redirect such operations, change established schedules, and to add/delete delivery/collection points as may be required by the Government and directed by the COR without change to the contract or cost to the Government.

CR-1.6.2 Information: Workload information for specific fuel services, i.e., the receipt, movement, and issue of products, quality surveillance, accounting, and other workload factors, are quantified to some extent in the various sub-sections of Section CR-2.0, Specific Tasks. The various exhibits to this PWS provide a more detailed view of product receipts and issues, and fuel services by truck and direct refueling systems, as may be applicable, in terms of total services by day and month, and average daily workload in four (4) hour increments. However, unforeseen workloads such as the testing of fuels after normal laboratory duty hours or contingency support of any type are not quantified. The data outlined herein is historic information provided to serve as the planning baseline for the fuel services functions. Based on this historic information coupled with real time flight operations schedules, aircraft/squadron deployments, exercise and training schedules, and air show/public exhibit schedules provided by the base, the Contractor shall be fully responsible for adjusting levels of and providing personnel and equipment to meet workload demands for day-to-day flight operations, exercises, air show/public exhibits, and other real time workload variances that may affect fuel services operations. As an aid to the Contractor, the contracted activity will, to the extent possible and practical, provide daily flight schedules, exercise/deployment schedules, identify all known and scheduled events the contractor will be responsible for supporting, and provide the Contractor schedules, correspondence, and message traffic regarding all such events.

CR-1.6.2.1 Air Show AVGAS Services: NS Norfolk no longer sponsors Air Shows.

CR-1.6.3 Outlook. Discussions with Supply, and Fuels Management regarding the current and future mission of NS Norfolk and NAB Little Creek indicate there will be changes in assigned units, flight operations, and fuel system configuration. Over the course of the contract, H-60 type helicopters will replace the CH-46 helicopters assigned to NS Norfolk. The impact on total fuel consumption is not known but it may result in increased direct refueling requirements within the hours outlined in Table 1, Hours of Operation. No other operational changes are anticipated. With regard to fuel system configuration, Lubricating Oil, LA7, is scheduled to be moved from NS Norfolk to Sewell's Point. The reduced workload resulting from this relocation is expected to be minimal. Other MR&E projects at NS Norfolk, i.e., the relining of Tank 39, will have little impact of the contract. MR&E projects at NAB Little Creek, the upgrade of the service station and the replacement of piping at the Desert Cove and the repair of pumphouse 1551 at the West Annex, should have minimal impact on performance requirements. These changes and outlook do not however preclude future fundamental changes in mission, flight-training schedules, and assignment of units as may be undertaken by the Department of Defense, the Navy, or other agencies that may be tasked to operated from NS Norfolk. The Contractor will be notified as the requirement for long-term changes are made known and contract adjustments are deemed necessary and appropriate.

CR-1.7 Operating Hours

CR-1.7.1 Contractor Coverage: As published in the Flight Information Supplement (FLIP), airfield operating hours for NS Norfolk are 0600 to 2300 Monday through Friday and 0600 to 2000 Saturday. The airfield is closed outside the aforementioned weekday and Saturday hours, Sundays and Federal holidays; however, aircraft maintenance activities requiring fuel services may be undertaken anytime. As a rule, Table 1, Hours of Operation, establishes fuel services operating hours that meet or exceed the published airfield-operating window. NAB Little Creek, a non-aviation activity and not identifies within the FLIP, shall operate within the hours outline in Table 1, Hours of Operation. The Contractor shall provide immediate and continuous fuel support services within the response time established in Section CR-2.2.2.2, Response, for the hours specified in Table 1, Hours of Operation; however, the Contractor shall be fully capable of responding to the demand for all fuel support and services anytime, 24 hours per day, year-round, including holidays.

Note

As used above, "shall be fully capable of," should not be construed to mean or imply a requirement for full time staffing outside the hours specified in Table 1, Hours of Operation: however, see the note following Section CR-2.2.2.2, Response.

CR-1.7.2 Labor Categories: Offers shall include all labor associated with all specified operations in the price for the appropriate Contract Line Item Number (CLIN). Work that is considered outside of normal operating hours, i.e., the servicing of ships, aircraft, and facilities outside the hours specified in Table 1, Hours of Operation, but deemed necessary by the local command or real time contingencies, will be reimbursable as outlined in Section CR-4.3, Augmentation. The Government will reimburse the contractor only for approved augmentation worked by "service personnel," as described in Section CR-1.9.2, Service Personnel. Essential personnel as listed in Section CR-1.9.1, Essential Personnel, are a part of the Contractor's Management Team and shall not be considered to be "service personnel" as defined by *Section I, Clause I100, Service Contract Act of 1965*.

CR-1.7.3 Hours of Operation: The following is a table of petroleum functions for which the Contractor shall be responsible. The table clearly specifies the days of the week and the hours of the day each function shall be manned with qualified personnel and fully capable of accomplishing the assigned workload and/or performing common operator tasks necessary to assist other persons or parties that may be tasked to survey, inspect, monitor, adjust, refurbish, repair, or replace the equipment, systems, or facilities applicable to a function. Tasks commonly associated with a given function, tank truck receipts at storage for example, or rendering the aforementioned assistance, will normally be accomplished within the hours specified. Empty cells indicate that a function is not normally manned for the day(s) indicated by the column heading.

Note

The following table defines the days of the week and hours of operation for which the Contractor shall be responsible for providing immediate support/services. The table does not dictate or account for pre-operations equipment inspections, quality surveillance, or maintenance requirements, nor does it dictate the level of manning to provide the support required.

Table 1 Hours of Operation

Hours of Operation (by function)			
Function [(1)]	**Monday-Friday**	**Saturday**	**Sunday/Holidays**
NS Norfolk			
Site Manager (SM)	Duties as Required		
Assistant Site Manager (ASM)	Duties as Required		
Inventory and Accounting (ACF) [(2)]	0800-1630		
Fuel Dispatch Center (DCO)	0000-2400	0000-2400	0000-2400
Aircraft Fuel Servicing Operations [(3)] (DSO/ACSC)	0000-2400	0000-2400	0000-2400
Direct Refueling Site, Helo Port [(4)] (DSO/ACSC)	1000-2300		
Direct Refueling Site, C2/E2 Site [(4)] (DSO)	1300-2100		
Vehicle Maintenance (MVM)	0700-1530		
Ground Fuel Delivery [(5)] (DSO)	0700-1530		
Used Oil Handling [(5)] (DSO)	0700-1530		
Bulk Storage Operations [(6)] (FDSO/FDSM)	0700-1530		
Quality Surveillance (FLT) [(8)]	0700-1530		
NAB Little Creek			
Site Manager (SM)	Duties as Required		
Fuel Servicing Operations [(4)] (DSO)	0800-1630		
Ships/Small Craft (Facility/Mobile Refueler) (DSO)	0800-1630		
Landing Craft, Air Cushion (LCAC) (FDSO/DSO)	0800-1630		
Ground Fuel Delivery [(5)] (DSO)	0730-1600		
Bulk Storage Operations [(6)] (FDSO/FDSM)	0800-1630	0800-1200	0800-1200
Service Station Operations [(7)] (FDSO)	Manned as Required		

(1) The entry following the functional description is the code for the employee/worker that would normally fill the position applicable to that function. See Section CR-1.9.1, Essential Personnel, and Section CR-1.9.2, Service Personnel. An indented line of activity indicates it is or may be a collateral duty of the preceding line. The specific time segments, i.e., Ground Fuel Delivery, Monday-Friday, 0700-1600, are provided for basic planning purposes. These specific time spans should not be construed to mean or imply that the function is undertaken only for the specified time indicated. As noted in Section CR-1.7.1, Contract Coverage, "the Contractor shall be fully capable of responding to demands for "all" fuel support and services anytime, 24 hours per day, year-round."

(2) To include the manning as may be required to perform all accounting, inventory reconciliation, and associated administrative tasks relevant to end-of-month/fiscal-year inventories that fall on a Saturday, Sunday, or a holiday. See Section CR-2.16, Security, regarding security clearances and access to Government computer systems.

(3) Includes any and all mobile (truck) hot refueling via pantograph and hose set, and cold refueling/defueling of aircraft assigned to and as may transit, deploy to, or exercise from the contracted activity. Also includes the servicing of facilities and equipment as may be requested by authorized customers. Personnel assigned may include drivers, system operators, a mechanic, and other skilled personnel required and necessary to satisfy aircraft fuel servicing demands and other collateral duties identified herein.

(4) Except for "in progress" direct refueling operation or as specifically scheduled by a squadron, direct refueling operations by Contractor provided servicing crews will cease at the designated hour. See CLIN 1d regarding cost factors for off hour direct refueling.

(5) Ground fuel delivery, to include all grades of automotive gasoline, diesel fuel, heating oil, and jet fuel used in lieu of diesel, as well as Used Oil collection and disposal operations, may be a collateral duty to the driver/operators that provide aircraft fuel-servicing support. Ground fuel operations may include scheduled deliveries to outlying equipment sites and fields. Also see Section CR-2.4.3, Alternate Issues, Method, and Manning, regarding alternate ground fuel (service station) support operations.

(6) To include the manning as may be required to conduct end-of-month/fiscal-year inventories that fall on a Saturday, Sunday, or a holiday. If applicable, also includes manning for extended pipeline receipt operations. See the Exhibit of Product Receipts to determine the number of pipeline receipt operation per year.

(7) An automated 24/7 service station manned only to the extent necessary to undertake system inspections, perform PM and inventories, and to receive products; however, see Section CR-2.4.3, Alternate Issues, Method, and Manning regarding alternate ground fuel (service station) support operations.

(8) Qualified persons assigned to the Bulk Fuel Storage operation may perform fuel laboratory duties. The hours indicated allow for sampling/testing of equipment at/during equipment/facility inspections and the release of equipment for use during normal weekday duty hours. The Contractor shall also, to the extent required and requested, sample equipment, facilities, and aircraft defuels and perform quality testing necessary to satisfy weekend/holiday quality surveillance workload.

CR-1.8 Staffing

CR-1.8.1 General: The Contractor shall provide the management and supervisory staff and labor to accomplish all petroleum receipt, storage, product handling, and issue operations, as well as all the related tasks identified in Section CR-2.0, Specific Tasks. The Contractor's staffing shall be flexible and fully capable of meeting the demands of multiple aircraft servicing operations via mobile refuelers, direct refueling system, and/or a combination of both to provide for hot or cold refueling services. Furthermore, the Contractor shall staff to undertake all required service station, quality surveillance, accounting, and other related services outlined herein.

CR-1.8.1.1 Knowledge and Skills: The Contractor shall ensure that personnel assigned to all tasks have the requisite knowledge and skills to meet the performance standards for those tasks and comply with all applicable Federal and state laws, regulations, and code. All employees shall be able to read and understand English (be literate) to the extent they can understand and follow oral instructions/directions, read and understand instructions, directives, regulations, and operating procedures, detailed written orders, and training materials, and be capable of writing in English to compose reports that convey complete thoughts. All employees shall be capable of performing basic numeric operations (addition, subtraction, multiplication, and division) and the use of numbers as they relate to ledgers, logs, and forms, meters, gauges, and measuring devises such as tapes, thermometers, hydrometers, and other instruments as may be used during the receipt, handling, inventory and issue of petroleum products.

CR-1.8.1.2 Employment Standards: All employees or persons who may be hired to represent, perform on behalf of, or work under the management of the Alongside Aircraft Refueling Contractor (AARC) shall comply with all Federal, DOD, Navy/USMC, and station/base regulations, instructions, guidelines, and policy regarding employment at and entry to NS Norfolk and NAB Little Creek. The Contractor shall be responsible for keeping abreast of and ensuring employee adherence to DOD and base regulations and policy relevant to the presents of employees on station and shall ensure that all such persons meet the requirements of employment and conform to the rules regarding, but not necessarily limited to, security, clearance, and identification policy, vehicle registration and operation of a POV on station, medial assistance, the use of the exchange and military facilities, and other local rules, guidance, or prohibitions that may apply to their entrance to and activity or employment on station.

CR-1.9 Qualifications

CR-1.9.1 Essential Personnel

CR-1.9.1.1 General: Essential personnel, the corporate executive officer, the on-site manager, and the on-site assistant manager (if specified) shall have the education, training, background/experience, and skills required and necessary to make fiscal and management decisions, direct personnel, and work with individuals at all levels and corporate management and military command.

CR-1.9.1.2 Resumes: As outlined in *Section L, Instructions, Conditions, and Notices to Offers or Quotes, Clause L2.31*, a resume shall be submitted for essential personnel, the Corporate Executive Officer, the Site Manger, and the Assistant Site Manager (full or part time).

CR-1.9.1.3 Corporate Executive Officer: To assure continuity between the contracted location/activity and corporate office, the Contractor shall employ an executive who, for the duration of the contract, can make fiscal and administrative decisions concerning this contract. He/she shall have a complete understanding of the terms and conditions of this contract and shall be experience in the operation and maintenance of fixed and mobile fuel systems to the extent outline herein.

CR-1.9.1.4 Site Manager (SM): The Contractor shall employ an experienced site manager whose level of experience shall be relevant to the facilities and equipment installed and tasks assigned. His/her experience shall include:

- ✓ The management, operation, and maintenance of bulk fuel storage and distribution systems/facilities
- ✓ The management, operation, and maintenance of mobile (aviation and ground) fuel servicing equipment
- ✓ The management, operation, and maintenance of direct aviation fuel servicing equipment and facilities
- ✓ The management, operation, and maintenance of service station (manual/automated) facilities
- ✓ The management, handling, and disposition of used oil and/or recyclable fuel products
- ✓ The quality surveillance of aviation and ground fuel products and support applicable to the contracted activity

- ✓ Aviation and ground fuel inventory, accounting, and administration principles and practices
- ✓ Practical experience in the basic design and layout of petroleum facilities, component makeup and flow characteristics of storage piping systems, and the ability to read and understand basic drawings, blueprints, and system specifications is also desirable

He/she shall have had a minimum of five (5) years experience in petroleum services operations. Two years of that experience shall have been supervisory gained within the five years immediately prior to the contract start date. That experience shall have been specialized supervisory training in bulk storage and fuel servicing operations with emphasis in equipment inspection, operation, maintenance, inventory management, and environmental compliance. Education, four years of college level courses in petroleum related fields may be considered in lieu of experience.

CR-1.9.1.4.1 Cryogenics: Not applicable under this contract.

CR-1.9.1.4.2 Collateral Duties: Other than those administrative duties commonly associated with and carried out by an individual in a management position, the site manager shall not have collateral duties nor shall the position be a collateral duty. See the exception noted in Section CR-2.2.1.1, Fuel Dispatch Center, subsection C-2.2.1.2, Staffing, for NAB Little Creek.

CR-1.9.1.5 Assistant Site Manager (ASM): The Contractor shall employ an assistant site manager. Any individual employed shall have a minimum of two years experiences. One year must be supervisory experience gained within five years immediately prior to the proposed hiring date. That experience must be specialized supervisory experience in bulk storage and mobile fuel servicing with emphasis on operations, equipment maintenance, and environmental compliance. Education may be substituted for experience. The minimum educational requirement is two years of college level courses in petroleum/industrial related fields.

CR-1.9.1.5.1 Collateral Duties: The assistant site manager may have collateral duties, except that of a dispatcher, however, the position shall not be a collateral duty. Assistant managers elevated to the manager position, short or long term, shall meet the collateral duty restrictions of the manager position.

CR-1.9.1.6 Replacement of Essential Personnel: Should it become necessary to replace an essential person, the Contractor shall, to the extent possible, provide the Government advance notice and a resume of the proposed candidate that supports the experience requirements listed above. In an emergency, the installation of new essential personnel shall be followed by a resume of the proposed candidate within 10 working days. Essential personnel positions vacated for more than 30 consecutive calendar days shall result in reduced payment to the Contractor equal to the wages and benefits applicable to the position for the period exceeding the 30-day grace period.

CR-1.9.2 Service Personnel

CR-1.9.2.1 General: The personnel/position descriptions sited within this section do not necessarily dictate or imply that all will be specified or required to staff the activity for which this performance work statement is written. In general, they are statements regarding skills that may be used to satisfy specific labor needs to man the functions outlined in Table 1, Hours of Operation. These personnel/position descriptions do not necessarily differentiate between supervisory personnel and skilled labor but assume the Contractor will establish the appropriate management, supervisory, and operator/laborer structure best suited to the contracted activity and organizational structure. See ***Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31*** regarding the identification of labor categories, skills, conformance of skills, collateral duties, and workforce structure. Manning as outlined in the Contractor's final accepted offer and as incorporated in the contract, shall establish the PWS/contract staffing levels.

CR-1.9.2.2 Skills and Licenses: The tasks outlined herein may require employees have special or specific skills, training, certifications, permits, or licenses to operate specialized equipment, forklifts or cranes, for instance. The Contractor shall be fully responsible for evaluating facility, equipment, and task requirements and providing fully qualified personnel with the appropriate, licenses, permits, credentials, or training certificates needed to accomplish all tasks in accordance with all applicable DOD, USN and USMC, Federal, state, and local laws and regulations. Training certificates may be presented in lieu of licenses if no commercial equivalent license, i.e., forklift operator or cryogenic operator exists. The Government reserves the right to request and review the records of persons assigned to sensitive and technical positions and functions within the fuel management arena.

Note

NAVFAC P-300, Management of Civil Engineering Support Equipment **specifically forbids the issuance of OF-346 (US Government Motor Vehicle Operator's Identification Card) or NAVFAC Form 11260/2 (Construction Equipment Operator's License) to contract personnel.**

Note

For the purposes of this PWS, the term "fuel servicing operations" shall be construed to include the handling of fuel products such as but not necessarily limited to turbine (jet) fuels, aviation gasoline, automotive gasoline, diesel fuel, heating oils, Liquefied Petroleum Gas (LPG), propane, turbine fuels used in lieu of diesel fuel, turbine and reciprocating engine oils, used oil/fuels, recyclable jet fuel, and oily water.

CR-1.9.2.3 Dispatcher/Computer Operator IV (DCO) Each Fuel Management dispatcher/computer operator, hereafter referred to as a "dispatcher," shall be computer literate. He/she shall possess sufficient computer skills to use client/server applications in a Microsoft Windows environment. Those skills shall include the ability to logon; shutdown; initiate modems; manipulate files; install applications; send and receive email; and to use web browsers to send and receive information. He/she shall also be familiar with the use of Microsoft standard office products such as Word and Excel, other commercial off the shelf applications and utilities; and custom software as may be required to ensure that daily fuel operations are conducted in an effective and efficient manner.

CR-1.9.2.3.1 Qualifications: Dispatchers shall be skilled in the use of the DESC Fuels Automated System (FAS). Those skills shall include the use of the real time dispatch system, the manipulation data within the Fuel Manager system and the related fuel management modules and status board systems. The dispatcher shall be capability to analyzing hardware/software related problems to maintain accurate input flow, data retrieval, and output validity and/or capable of effectively communicating with remote systems support personnel to resolve computer related problems. In addition, dispatchers shall be knowledgeable of radio communications, instructions/regulations pertaining to fueling and defueling of Government and civilian aircraft, and Government forms used to document aircraft fuel servicing. He/she must demonstrate familiarity with the layout of the base and outlying fields as well as the airfield and aircraft parking areas and restrictions applicable to servicing aircraft within those areas. Individuals acting as dispatchers, shall be capable of to communicate in English, both orally and in writing. Except for those administrative and accounting duties outlined within this PWS, dispatchers shall not have collateral duties.

CR-1.9.2.3.2 Fuels Automated System (FAS): The incumbent Contractor and successor for a new contract period actively using FAS shall continue to provide FAS qualified dispatch personnel for the new contract period. New/first time Contractors shall arrange with the Naval Petroleum Office, Code RMB, to have dispatch personnel FAS trained and certified prior to the beginning of the contract start date. Initial FAS training of in place contract dispatch personnel and new contractor personnel will be provided by the Government. Once initial (Government) training of contract personnel has been provided, the Contractor shall be responsible for the continued training of dispatch personnel within the contract organization. Additional DESC funded training of contract personnel may be made available on submission of justification to NAVPETOFF RMB.

CR-1.9.2.3.4 FAS FCC and FES Security: See Section CR-2.16, Security, regarding access to Government computer systems.

CR-1.9.2.3.4 Facilities Response Plan (FRP): Duty dispatchers shall also be knowledgeable of emergency notification procedures and serve as the Fuel Management initial point of contact in response to fuel spills within, caused by, or relevant to operations that are the responsibility of the Fuel Department.

CR-1.9.2.4 Driver/System Operator (DSO): Driver/system operators shall be qualified to perform fuel servicing operations (refuel/defuel operations) by mobile fuel servicing equipment/trucks, truck supplied pantograph and hoses sets, and fixed direct fuel servicing systems (hydrants). Driver/system operators shall pass a Contractor administered base and flightline familiarization test, practical equipment/facility competency tests, and shall be certified, by the Contractor, as qualified and the individuals training records updated prior to the unsupervised operation of any fuel servicing equipment. The Contractor shall re-certify personnel annually or as requested by the COR. Operators shall be familiar with safety regulations applicable to aviation and ground fuel servicing operations on and around the airfield and supported activities and shall demonstrate a practical knowledge of and ability to inspection and maintain fuel servicing equipment and systems. Drivers/system operators may be required to make basic input to the Fuels Automated System (FAS) or maintain dispatch logs.

CR-1.9.2.4.1 Limits of Duties: The term "system or pit operator" refers to a qualified fuel truck/system operator, a person who has been specifically trained to operate and control the equipment that make up the direct refueling system or the refueler and pantograph in the case of a truck/pantograph system, and the person designated to operate the deadman controls during fueling evolutions. However, as specifically tasked herein, the contractor shall be responsible for the manning the fire watch, nozzle operator, or refueling coordinator (plane captain) positions as outlined in Section CR-1.9.2.5, Aircraft Servicer.

CR-1.9.2.4.2 Licensing. All drivers shall be licensed in accordance with the vehicle operating laws, regulations, and code for the state in which they will operate equipment and shall be/remain in compliance with all such requirements for the duration of their employment under this contract. The Contractor shall ensure that drivers required to operate vehicles and equipment on public roads are licensed for the class of vehicle to be operated on such public roads. To that end, NS Norfolk has mandated that all contract personnel who will operate fuel-servicing vehicles on or off station shall hold a current and valid Commercial Drivers License (CDL) issued by the State of Virginia. Driver records appropriate to the class of license an employee holds, i.e., individual Department of Motor Vehicle (DMV) driving record, and a current record of physical examination or certification shall be maintained by the Contractor and made available for review by the COR on request. The Contractor shall ensure that all drivers' records are kept current for the term of the contract.

CR-1.9.2.4.3 Hours of Service of Drivers: The Contractor shall not schedule drivers to work in excess of the rules established by *49 CFR Part 395, Hours of Service of Drivers*.

CR-1.9.2.5 Aircraft Servicer (ACS): Direct refueling system "hot pit" crewmember, other than the truck operator (Driver/System Operator (DSO) is a mobile fuel servicing unit is used as the source of product. Crewmembers shall have at least two (2) years experience in flight-line operations and be qualified to direct the movement of the aircraft for direct refueling operations. Each individual shall be qualified to taxi and position aircraft using hand signals to communicate with pilots and other direct refueling crewmembers. Each shall be qualified to check for hot brakes, be knowledgeable and capable of ensuring that all dummy/practice ordnance is safe, be qualified to determine/signal out-of-pit engine shut-down and restart procedures relevant to direct refueling operations, be qualified to connect, test, and operate the refueling nozzle and perform primary and secondary shut-off valve tests, and be qualified as a fire watch and capable of operating the fire extinguishing equipment at the direct refueling site. Each ACS may be required to perform any one of these functions for any single direct refueling evolution; therefore, each shall be qualified as the Plan Captain, Nozzle Operator (may be one in the same), and Fire Watch. Each individual shall complete Watchstation 305 of Personnel Qualification Standard (PQS) for Aviation Fuel Operations Ashore (NAVEDTRA 43288-B) and shall be qualified as outlined in OPNAVINST 4790.2*, Chapter 15, Plane Captain Qualification Program, as it applies to the specific aircraft to be serviced at NS Norfolk and its shore based operation.

CR-1.9.2.6 Motor Vehicle Mechanic (MVM): A Motor Vehicle Mechanic shall be qualified and capable of performing truck chassis and drivetrain, cargo tank, fuel pump/filter system, and component diagnostics, adjustments, maintenance, and repair of contractor owned and operated fuel servicing equipment. He/she shall be skilled and fully capable of performing tasks ranging from major component removal, repair, and replacement to systems diagnostics using state-of-the-art tools and measuring devices, or capable of accurately communicating maintenance requirement to third party persons who may be tasked to perform such work. He/she and shall be computer literate to the extent that he/she are capable of understanding, making input to, and extracting information from automated diagnostic equipment and shop maintenance and status systems such as FAS.

CR-1.9.2.7 Fuel Distribution Systems Operator (FDSO): FDS operators shall be qualified to receive, handle, and issue petroleum products, to include recyclable jet fuel and used oils, and complete the accounting and administrative functions related thereto. He/she shall have practical experience in all facets of fuel distribution systems to include, pipeline systems, storage tanks, pumps, valves, fuel monitors and filters, truck fillstands, used oil storage and disposal facilities, and service station facilities (manual and automated). He/she shall be able to convert gauge and temperature readings to quantities of products and shall be able to perform quality assurance functions. He/she shall be able to correlate pressures, temperatures, and quantities as read from various gauges and meters normally found at a fuel facility. Operators shall have a basic understanding of written description and instructions pertaining to facility operations, shall be able to implement cyclic maintenance programs and safety programs relating to all aspects of facility operation and shall have demonstrated expertise in spill cleanup procedures, prevention and control measures, related equipment operation and maintenance. Operators shall have experience in inspecting trucks and other modes of conveyance and be capable of various types of petroleum sampling of storage tanks, trucks, fillstands, etc. Hazardous waste handlers shall be "certified" as required by Federal, State or local laws and Navy/base regulations as applicable.

CR-1.9.2.8 Fuel Distribution System Mechanic (FDSM): The Fuel Distribution System Mechanic shall have a minimum of five years experience in the maintenance of fuel distribution systems ranging from ground product service stations to large bulk distribution facilities. He/she shall be capable of inspection, evaluating conditions of, and maintaining fuel storage tanks, pipelines, and piping systems, product pump, filter, meter, gauge, and flow control mechanisms, manifold and valve systems, and other related petroleum system components. He/she shall be capable of detecting/recognizing system component malfunction, misalignment, leak, and adjustment issues and performing scheduled and unscheduled fuel system maintenance within the scope of this PWS. The FDSM shall be capable of removing, repairing and replacing system components, have a basic knowledge of automated tank gauging systems, high/low level alarms, and cathodic protection systems. The FDSM shall also be capable of performing all the duties of an FDSO.

CR-1.9.2.9 Fuel Laboratory Technician (FLT): The fuel laboratory technician shall be experienced in the use of common fuel sampling equipment, aviation and ground fuel sampling procedures, and conducting laboratory tests of petroleum products commensurate with the level of analysis to be performed at the NS Norfolk petroleum laboratory. His/her experience, as annotated in and reflected by the individuals training record, shall include knowledge of the properties; characteristics and specifications of the petroleum products stocked and handled, the various means sampling petroleum handling equipment and systems, from receipt to product issue, the operation, maintenance, and calibration laboratory equipment, record keeping; and laboratory safety procedures. Personnel assigned to weekend/holiday duties and required to perform the full spectrum of quality surveillance sampling and testing as may be required for weekend/holiday fuel support, shall be trained and training records annotated to show the qualifications.

CR-1.9.2.10 Cryogenics Supervisor/Operator (CS/O): Not applicable under this contract.

CR-1.9.2.11 Fuel Accounting Clerk (AC/F): The fuel administrative and accounting person, clerk, shall be fully knowledgeable of manual and automated fuel management and accounting systems such as the Fuels Automated System (FAS) and FAS Enterprise Server (FES). The fuel accountant shall also be knowledgeable of the Uniform Data Automated Processing System (UDAPS) and capable of work within all systems as they relate to fuel management accounting.

CR-1.9.2.11.1 Qualifications: The Fuel Accounting Clerk shall possess sufficient computer skills to use client/server applications in a Microsoft Windows environment. Those skills shall include the ability to logon; shutdown; initiate modems; manipulate files; send and receive email; and to use web browsers to send and receive information. The use Microsoft standard office products such as Word, Excel, and PowerPoint; other commercial off the shelf applications, utilities; and custom software in such a manner that daily fuel operations are effectively and efficiently conducted may also be required. Those skills shall include the use of the real time information systems, the manipulation data within the Fuel Manager system and the related fuel management modules and status systems.

CR-1.9.2.11.2 Security: See Section CR-2.26, Security, regarding security clearances.

CR-1.10 Reserve Training

CR-1.10.1 Space/Training Obligations: The Government reserves the right to enter and occupy contracted Government facilities and to use systems and equipment to conduct Naval Reserve training and to meet real time military operational requirements. Full cooperation in the joint use of facilities and systems is expected; however, under normal peacetime conditions or conditions as may be specified herein, the Contractor is not obligated to relinquish control of facilities required to fulfill its contractual obligations and commitments, provide training services to Reserve personnel, or provide access to or use of contractor owned equipment.

CR-1.10.2 Training Schedules: To the extent possible and practical, the Government will provide advanced notification of reserve training schedules to the Contractor.

CR-1.11 Correspondence and Visits

CR-1.11.1 Notification: The Contractor shall notify the COR of any and all visits or notice of intent to visit contract management, its employees, or the contracted facilities by any federal, state, local government, base (military) office/agency, union representative, or contract corporate officer. Except for that considered to be company or proprietary documents, the Contractor shall provide the COR copies of all correspondence resulting from such visits.

CR-1.12 Information and Records Management

CR-1.12.1 General: Documents held or generated by the Contractor may take the form of personnel files, i.e., individual driver and training records, proprietary company records and reports such as internal monthly management reports, and Government information and accounting files such as inventory reports or transaction documents generated in response to this contract. With the exception of that correspondence considered proprietary company records, all correspondence, records, to include Contractor's owned equipment history records, files, reports, and documents, manual or automated, generated by or provided to and maintained by the Contractor shall be open and readily available to Government inspection, review, and audit for the duration of the contract and any subsequent and contiguous contract periods. On termination of the contract, all of the aforementioned records except personnel driver and training records, Contractor's owned equipment history records, and proprietary company management records shall be turned over to the Government.

CR-2.0 SPECIFIC TASKS (FIRM FIXED PRICE)

CR-2.1 Tasks and Services

CR-2.1.1 General: The following sections define the specific aviation fuel, ships propulsion, and ground fuel servicing tasks and duties to be performed and services to be provided by the Contractor. Corresponding duties, i.e., quality surveillance, maintenance, accounting, administration, training, and janitorial services, for which the Contractor may be responsible and tasked, are also outlined. The various tasks, services, and duties are defined, outlined, and cross-referenced with regard to other tasks, hours of operation, contractor equipment requirements, as well as Government furnished equipment, facility, and service information. The Contractor shall be fully responsible for performing the tasks and duties outlined and providing the services specified.

CR-2.2 Fuel Servicing Operations

CR-2.2.1 Functions: Fuels servicing operations in support of aviation activities, aircraft, ships, small craft, and landing craft assigned to and as may transit, deploy to, or exercise from NS Norfolk and/or NAB Little Creek are defined as those fuel functions directly involved in the delivery of fuel products to aircraft, ships, small craft, landing craft, and support equipment. Those functions are the **Fuel Dispatch Center**, responsible for direct contact with customers and the control of fuel servicing equipment and personnel, and **Fuel Services**, the section responsible for providing qualified personnel and equipment to transport and issue (refuel/defuel) products by mobile fuel servicing equipment (NS Norfolk and NAB Little Creek), truck supported direct refueling activities (NS Norfolk Only), and, in the case of NAB Little Creek, fixed hydrant like fuel servicing systems referred to as cabinets.

CR-2.2.1.1 Fuel Dispatch Center

CR-2.2.1.2 Staffing: At NS Norfolk, the Contractor shall staff the fuel management dispatch center, the focal point of the fuel management function, for the days/hours listed in Table 1, Hours of Operation. A dispatcher/computer operator, hereafter referred to as the dispatcher, shall be qualified as outlined in Section CR-1.9.2.3, Dispatcher/Computer Operator IV (D/CO). At NAB Little Creek, the limited dispatcher/computer operator duties may be undertaken by the by the working manager.

CR-2.2.1.3 Dispatch Control: Products are issued to station and transient aircraft and ships directly from mobile fuel servicing equipment, refuelers coupled to portable pantograph/hose systems, and fixed facilities. Defuels, the return of product to the fuels management, is generally accomplished by truck. In addition, ground fuels and used oil services are requested by organization throughout the base. Requests for all services shall be taken by and processed by the applicable fuel dispatch center. Based on the specific request, equipment and personnel shall be dispatched and controlled as needed to satisfy the request received. All requests for fuel services shall be recorded, monitored, and historical records kept using the Fuels Automated System (FAS). The Contractor shall maintain FAS modules relevant to Contractor and Government furnished equipment and the maintenance thereof, as well as those modules concerning quality surveillance and laboratory operations, personnel and training information, and all other FAS modules as may be available.

Note

FAS Auto-LOG Controls: In that FAS is the ultimate historical record of fuel activities, accurate information input is essential. Therefore, to the extent practical, FAS AUTO-LOG shall be disabled and real time equipment movement/use data recorded.

CR-2.2.1.4 Documentation: The fuel dispatch center/dispatchers at NS Norfolk and NAB Little Creek shall perform basic fuels accounting and administration functions such as collecting and reviewing fuel receipt, issue, and inventory documents. The dispatchers shall ensure all documents are legible and accurate, shall generate FAS reports, and ready all documents, pass down logs, and management reports for submission to the fuel accounting office at NS Norfolk by 0800 Monday, or the first duty day of the week, through Friday. Weekend/holiday documents shall be submitted the next duty day following the weekend or holiday.

- **Requirement**. The focal point of the Fuel Management that receives and records requests for fuel services using the Fuels Automated System (FAS) to capture data relevant to the Fuel Division workload. Dispatches and maintains control of personnel and equipment to meet the demand for fuel services within the established response times. Performs basic accounting and reviews documentation for legibility and accuracy, maintains control of documentation, prepare reports and FAS summaries relevant to the Fuel Management workload, and submits a complete documentation package to the fuel accounting office. Advises the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

- **Performance Standards**
  - ✓ Qualified dispatch personnel on duty for the days/hours specified in Table 1, Hours of Operation
  - ✓ Dispatcher(s) one hundred per cent accurate in processing and recording requests for fuel services (aviation, ground, recycled jet fuel, and used oil) using the Fuels Automated System (FAS)
  - ✓ For each request for services, fully qualified personnel dispatched to arrive at the requesting location with the established response time
  - ✓ Dispatcher maintains full control of fuel servicing equipment and duty personnel
  - ✓ No support/operational delays in excess of standard response time the result of contractor negligence or misconduct
  - ✓ The Contractor fully maintains all FAS modules relevant to equipment and personnel
  - ✓ Dispatch pass down logs and management reports prepared at submitted
  - ✓ FAS reports and transaction documentation submitted to the Fuel Division office by 0800 hour daily, Monday through Friday
  - ✓ FAS historical records and backup files maintained

CR-2.2.2 Fuel Servicing Operations

CR-2.2.2.1 General. Fuel servicing operations are defined as the delivery, or receipt by defuel, of fuel products to aircraft, landing craft, ships and small craft, container systems as may be used in support of exercise and real time operations, and support equipment by mobile fuel servicing equipment, mobile pantographs or hose sets supplied with the fuel servicing vehicle, and fixed facilities for landing craft. Guidance, policy, and procedures regarding the performance of aviation fuel servicing operations at NS Norfolk are outlined in *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual*. LCAC services at NAB Little Creek are outlined under *ACU4INST 9540.1*, Refueling of Landing Craft, Air Cushion (LCAC)*. The Contractor shall be responsible for performing all fuel-servicing operations and safeguarding facilities, equipment, and fuel products under its control during normal and adverse conditions.

Note

"Hot refueling" at NS Norfolk is accomplished by refueling truck through a portable pantograph and, for administrative and historical workload purposes, are considered truck servicings. However, "hot refueling" operations shall be accounted for as outlined by the Exhibit of Product Issues and the Exhibits of Refueling Services (multiple workbooks).

CR-2.2.2.2 Response.

CR-2.2.2.2.1 NS Norfolk: As outlined in Section C-1.7, Operating Hours, the Contractor shall be capable of providing fuel services to station and transient aircraft 24 hours a day, year around, including holidays. During the hours specified in Table 1, Hours of Operation, each request for fuel services shall result in the dispatch of a fuel servicing truck/operator or a direct fuel servicing system operator to the aircraft identified by the requester so that each truck/operator or direct refueling system operator dispatched arrives at the aircraft specified by the work request, within **20 minutes** as measured from the time the request for service is received by the dispatch center to the time the operator physically arrives at the aircraft to be serviced. If a request for services is for multiple aircraft, the Contractor shall respond to service the first aircraft identified within the **20 minute** response time and continue to service all subsequent aircraft in the order prioritized by the requestor until all fuel servicing requirements for the specified request are meet; however, this multiple aircraft response rule does not preclude the requestor from requesting more than one fuel service truck or direct refueling system operator. As applicable, response to or scheduling of "hot pit" servicing operations shall be such that the operator/crewmembers are physically present at the hot pit site at the time the aircraft to be serviced arrives at the designated refueling pit/lane. Drivers shall not interrupt the flow of work, i.e., service aircraft to which they are not directed, without approval by the dispatch center, nor shall drivers/operators interrupt servicing operations for rest or meal breaks without proper relief or explicit approval of the fuel dispatch center. On arriving at an aircraft, operators shall take all steps and precautions necessary to service the aircraft in accordance with *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual*, USN regulations, and station instructions applicable to fuel servicing operations. Service response times in excess of 20 minutes shall be fully and accurately recorded and explained in the dispatch pass down log and management reports reflected in Section C-2.2.1.4, Documentation.

CR-2.2.2.2.2 NAB Little Creek: As outlined in Section CR-1.7, Operating Hours, the Contractor shall be capable of providing fuel services to landing craft, ships, and small craft 24 hours a day, 365 day per year, including holidays. During the hours reflected in Table 1, Hours of Operation, and as outlined by local directives, a request for fuel service shall result in the dispatch of fuel servicing truck(s) and/or fuel servicing system or barge operator(s) to the number of landing craft (fuel cabinets), ships, or small craft identified. Requests for service by small craft at the Quay Wall and bulk ground fuel issues at the fillstand shall be meet immediately. In that the servicing of ships and landing craft are scheduled evolutions, requests for truck or barge services to ships and JP5 at the LCAC cabinet system shall result in the dispatch of trucks, barge operators, or cabinet system operators so that they arrive at the requested location for service within the time line mutually agreed to and prioritized by the requester and fuels management. The Contractor shall continue to service subsequent vessels in an orderly and timely manner until all fuel servicing requirements are meet.

Note

Requests for any/all services outside of the operating hours specified in Table 1, Hours of Operation, shall be meet within two hours as measured from the time the Contractor is contacted to the time the contract operator is in position to perform the service required.

CR-2.2.2.3 Equipment: Contractor and Government furnished fuel servicing equipment as described below shall be maintained and operated by the Contractor.

CR-2.2.2.3.1 Mobile Fuel Servicing Equipment: The Contractor shall provide the fuel servicing equipment as specified in Sections CR-3.1.1, Vehicles, in sufficient numbers to undertake the workload outlined in the Exhibit of Products Issued and the Exhibit and Defuel Activities as applicable to NS Norfolk and NAB Little Creek. The Contractor shall fully maintain all furnished trucks, tractors, equipment cargo tanks, refueling/defueling systems, and components thereof in a safe, serviceable, ready for dispatch condition. Equipment inspections and product sampling/testing, i.e., periodic Type "C" product analysis, shall be completed and documented on the vehicle inspection form prior to the initial dispatch of the equipment for the duty day. The Contractor shall also maintain and operate the Government furnished Used Oil trucks at NS Norfolk.

CR-2.2.2.3.1.1 Off Station Operations: Should they be required, aviation fuel deliveries over public roads to off station locations shall be accomplished using equipment that is configured and licensed/permitted for use on public roads. All Federal, state, and local inspections, licensing or permits, and insurance requirements for the equipment used, shall be a responsibility of the Contractor. Operators shall be licensed as set forth in Section CR-1.9.2.4.1, Licensing.

CR-2.2.2.3.2 Direct Fuel Servicing Equipment: Government furnished equipment consisting of portable pantographs at the E2/C2 and helicopter direct refueling sites and described in Appendix A, Government Furnished Facilities, shall be inspect, maintained to the extent outlined in Section CR-2.11, Property Management and Maintenance, and operated by the Contractor. Equipment/system inspections and product sampling/testing, i.e., periodic Type "C" product analysis, shall be completed and documented on the system inspection forms prior to the initial use of the equipment for the duty day.

CR-2.2.2.3.3 Jet Fuel Services Data: The data reflected by Exhibit of Products Issued, is historical information. It provides detailed information in terms of months and years of fuel services. Other workload exhibits provide average workload data in terms of truck movements, hot refueling services applicable, gallons issued as applicable to NS Norfolk and NAB Little Creek. Table 2, Squadrons and Aircraft Assigned, is a breakdown of squadrons/aircraft currently assigned to NS Norfolk as well as ship, small craft units, and landing craft assigned to NAB Little Creek, and provides a local picture of the services required on a day-to-day basis. The Contractor shall keep this table, as well as the home station aircraft database in FAS, current.

Table 2 Squadrons and Aircraft Assigned (1)

Squadron/Unit (1)	Type Aircraft (1)	Number Assigned (1)	Max. Fuel Load (2)	Average Refuel (3)
C12 *	Air Ops	6	549	191
H-46 *	MAG-42	12	930	347
H-46 *	HC-6	13	930	223
H-46 *	HC_8	13	930	227
H-46 *	HCS-4	9	935	115
E-2C *	VAW-78	7	1,824	668
E-2C *	VAW-121	3	1,824	677
E-2C *	VAW-123	5	1,824	847
E-2C *	VAW-124	4	1,824	852
E-2C *	VAW-125	4	1,824	800
E-2C *	VAW-126	7	1,824	741
E-2C *	VAW-78	13	1,824	806
C-2 *	VAW-78	5	1,824	774
C-2 *	VRC-40	16	1,824	607
C-9 *	VR-56	5	5,294	1561
H-53 *	HM-14	13	2,277	1,238
H-3 *	HC-2	17	685	265
HM-14 *	Sled	11	50	39
NAB Little Creek				
Unit (5)	**Type Craft**	**Number Assigned**	**Max. Fuel Load (2)**	**Average Refuel (3)**
Assault Craft Unit Four (ACU4) *	LCAC	41	4,500	2,000
Assault Craft Unit Two (ACU2) *	LCU	17	3,200	2,500
Special Boat Unit 20 (SBU20) *	Mark V	8	2,500	1,500
Special Boat Unit 20 (SBU20) *	RIB	30	200	100
Special Boat Squadron Two (SBS2) *	PC	9	20,000	15,000
Special Boat Squadron Two (SBS2) *	LST	1	1,000,000	300,000
Special Boat Squadron Two (SBS2) *	T-AGOS	6	200,000	100,000
Special Boat Squadron Two (SBS2) *	LSD	8	800,000	200,000
Special Boat Squadron Two (SBS2) *	T-AFT	3	200,000	80,000
Special Boat Squadron Two (SBS2) *	ARS	2	100,000	50,000

(1) Data extracted from FAS Home Station Aircraft Database
(2) See Military Handbook 844 (AS) or airframe specific NATOPS manuals
(3) Based on historical data, the average quantity of product issued in a single refueling on a day-to-day basis
(*) An asterisk following any squadron/unit designation indicates an independent maintenance activity authorized to request services from the Fuel Dispatch Center. Any or all of these units may be deployed at any given time; however, see Section CR-2.2.2, Response, regarding the response time applicable to a request for fuel services. The Contract may be responsible for the simultaneous responds to any/all of the squadrons/units designated within the response parameters established.
(5) Services of ships and LCAC vessels assigned to NAB Little Creek are scheduled evolution.

- **Requirement**: Respond to requests for aircraft, equipment, and facility fuel services so as to provide quality product in a timely manner to authorized customers. Tasked personnel and equipment meet the demand for services within the established response times. Receive and review documentation for legibility and accuracy, maintains control of all documentation, prepare reports and FAS summaries relevant to the Fuel Management workload, and submits a complete documentation package to the fuel accounting office in a timely manner. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

- **Performance Standards**
  - ✓ Mobile/fixed equipment inspected and sampled by prior to first use of the duty day. Inspection and applicable laboratory documents available
  - ✓ Response to requests for fuel services within the established perimeters. No servicing delays the result of Contractor negligence or misconduct
  - ✓ Driver's knowledgeable of and use appropriate radio etiquette
  - ✓ Operators adhere to operational safety rules, i.e., flightline vehicle operations, grounding and bonding, safety distance criteria, fire watch, and other safety guidelines
  - ✓ Issues/defuel/truck fill documents one hundred percent accurate. Documents complete and legible
  - ✓ No fuel spills due to Contractor negligence or misconduct

CR-2.3 Bulk Storage Operations

CR-2.3.1 General: Bulk storage operations are defined as the receipt, storage and handling, and issue of fuel products at the primary fuel storage facility. It also provides for of quality surveillance, system maintenance, and product accounting functions, the details of which are covered under other sections of this PWS. The Contractor shall be responsible for performing bulk fuel operations, i.e., gauging, system inspections and preventive maintenance, sampling, system alignment, documentation of tasks and actions taken, and system monitoring required and necessary to conduct all storage related actions and safeguarding fuel supplies under its control during normal and adverse conditions.

CR-2.3.2 Product Storage

CR-2.3.2.1 Facilities: The facilities identified within this section are those that comprise the main storage system generally referred to as bulk storage, the fuel farm, or the tank farm. Tankage and components outside this area, the service station at NAB Little Creek for instance, are covered in their respective sections.

CR-2.3.2.1.1 NS Norfolk: NS Norfolk bulk storage facilities are contained within the single walled and fenced fuels complex. Bulk jet fuel storage consists of a recently built 300,000-gallon above ground welded steel tank, four 1930s era cut and cover tanks, two (2) at 235,000-gallons and two (2) at 550,000-gallons, and two (2) vaulted 12,000-gallon defuel tanks through which recoverable product is reintroduced into the system. Other product storage consists of two (2) vaulted 12,000-gallon aboveground LS2 tanks, and a (1) vaulted 12,000-gallon aboveground MMR tank. Other system components, pump rooms, receipt headers, fillstands, and filter systems are located within the relatively small fuel complex. See Appendix A, Government Furnished Facilities, for a detailed breakdown of these facilities.

CR-2.3.2.1.2 NAB Little Creek: NAB Little Creek consists of two (2) widely dispersed storage facilities.

CR-1.1.2.2.1 Desert Cove: The Desert Cove JP5 bulk storage facilities consist of two relatively new 250,000-gallon and a somewhat older 75,000-gallon aboveground welded steel tanks. Pier 35, a pumping system dedicated to the support of the LCAC hydrant like cabinets, and a JP5 truck receipt header/fillstand use to receive JP5 by truck and to fill ACU4 refuelers make up the remainder of the JP5 system. Reformulated mid-grade gasoline (MMR) and low sulfur diesel (LS2) for the automated service station are stored in two 10,000 vaulted tanks. Two additional 10,000 vaulted tanks are used to store bulk MMR and LS2. MMR is be delivered directly to a small craft issue point at the quay wall or to ground fuel trucks at the fillstand. LS2 is provided to trucks at the fillstand system only. Two recently refurbished 50,000-gallon aboveground welded steel tanks provide bulk F76 storage. F76 is delivered directly to four small craft issue points at the quay wall and "top loaded" using pipe extension and splash deflector to M49 tank trucks at the ground fuel fillstand. The Contractor's administrative space, dispatch area, site manger's office, operator's ready room, and maintenance functions are located in building 3860. All Contractor owned and operated fuel-servicing trucks, a bulk F76 transport truck and the dual product (MMR/LS2) ground fuel delivery truck, are parked/kept at the Desert Cove facility.

CR-1.1.2.2.2 West Annex: The West Annex, a facility primarily used for barge operations and ships services, consists of a single 600,000-gallon cut and cover F76 tank, receipt/issue facilities, and a connecting pipeline to pier 19. Pier 19, the only pier on which fuel lines are installed, is generally used to load or receive F76 barges; however, smaller ships, PCs, do occasionally service at the pier. Two barges, YON 282 and YON 295 are used to deliver F76 to ships requiring greater than 10,000 gallons of product. The barges, generally kept full, are moved to and from the ships to be serviced by Port Services but are operated by the fuel Contractor.

CR-2.3.2.2 Staffing: The Contractor shall provide the necessary staffing to undertake and document daily and cyclical inspections, to manipulate components to receive, transfer, and issue product, to continually monitor systems, and to perform preventive and operator maintenance on all bulk storage facilities. In addition, the Contractor shall be capable of performing all other functions relative to an active storage operation, i.e., inventory, quality, housekeeping, security, and environmental protection as outlined here and elsewhere within this PWS.

CR-2.3.3 Bulk Product Receipts

CR-2.3.3.1 General. Products are delivered to NS Norfolk and NAB Little Creek by various means ranging from tank wagon to pipeline and barge. The Contractor shall be responsible for all receipt operation, to include the operation of the barge used to move bulk F76 from the West Annex to the tankage at Desert Cove.

CR-2.3.3.1.1 NS Norfolk: JP5 jet fuel is received via an eight-inch Craney Island to NS Norfolk pipeline that transverses Sewell's Point at Valve Pit #7 at the intersect of 2nd Street and A Avenue. The NS Norfolk Contractor shall be responsible for the manipulation and monitoring of Valve Pit #7 and interface valve located at the tank farm/flightline boundary next to tank LP-42. Incoming product is filtered and shuttled to any one of the five (5) bulk tanks at approximately 1,430 GPM. Ground products, MMR and LS2 are delivered by commercial tank truck in 8,500 and 7,500-gallon increments respectively. Receipts are random, dependent on consumption, and limited by capacity.

CR-2.3.3.1.2 NAB Little Creek: Product delivery to the two separate storage areas of NA Little Creek are diverse.

CR-2.3.3.1.2.1 West Annex: F76 fuel is supplied by barge via Pier 19 to the West Annex at approximately 1000 to 1200 GPM.

CR-2.3.3.1.2.2 Desert Cove: JP5 for the Desert Cove facility is received by barge at Pier 35 at approximately 1000 to 1200 GPM.. Alternatively, two tank trucks can be offloaded simultaneously at the JP5 fillstand/receipt header pad. As required and at the Contractor's discretion to move product, F76 is transferred from the West Annex and received by barge at the quay wall at approximately 600 GPM.. MMR, and LS2 are received by tank truck in 7,800-gallon increments. Receipts are limited only by capacity. The 100,000 gallons of F76 capacity provides for considerable leeway regarding the decision to move product and receipts. The 10,000 gallons of MMR and LS2 capacity dictate that receipts of these products will most likely be split between bulk and the collocated service station tankage.

CR-2.3.3.2 Quality/Quantity Determination: All incoming delivery trucks shall be inspected, products sampled and visually examined and tested in accordance with MIL-STD-3004 and NAVAIR 00-80T-109 to verify product identification and quality. Quantity determination, i.e., before and after gauging of tanks, computation of receipts at 60 degrees Fahrenheit as outlined in DOD 4140.25M, and the complete documentation of receipts, shall also be accomplished. Quality and quantity determination forms and supporting documents shall be forwarded to the accounting office by 0900 hours Monday, or the first duty day of the week, through Friday.

CR-2.3.3.3 Workload Data: The Exhibit of Product Receipts provides a historical view of workload data in terms of gallons received by month and the number of deliveries for the mode of delivery applicable. Data for product receipts at the service station facility, a separate storage area, are reflected in Section CR-2.4, Service Station Operations.

- **Requirement**. Implement management, inventory, quality, security, and environmental controls so as to fully maintain and safely operate bulk storage facilities and equipment in a manner that ensures the receipt, proper handling and accountability, and timely availability of specification product to the customer without impact to the environment. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

- **Performance Standards**
  - ✓ Personnel to undertake/complete all assigned and required tasks (many simultaneous) available and positioned
  - ✓ Readily capable of product receipt, movement, and issue operations for the days/hours reflected in Figure 1
  - ✓ Inventory, receipt, issue, shipment, and transfer documents complete, accurate, legible, and forwarded to fuels accounting not later than 0900 Monday or the first duty day of the week through Friday
  - ✓ Quantity determination, before and after gauge and temperature readings, accomplished for each receipt operation
  - ✓ System and equipment functional inspections complete and documented not later than 0900 Monday through Friday or every day the system is used to receive, move, or issue product
  - ✓ Scheduled Preventive Maintenance (PM), to include that of grounds maintenance, cleaning/evacuation of pits, and the upkeep of tank berm areas, completed on the day/date scheduled
  - ✓ Environmental controls, i.e., secured drains, oily water separators, and alarm systems checked and functional
  - ✓ Security controls, fences, gates, and lighting checked and logs maintained
  - ✓ Preventive Maintenance (PM) documentation current, accurate, and available
  - ✓ Receipt, correlation, and periodic (FSII, Flash Point, and sulfides) samples taken and submitted for testing in accordance with MIL-STD-3004, NAVAIR 00-80T-109, Federal Specifications, and local directives
  - ✓ Current references materials available (net access to or copies on hand)
  - ✓ Spares and supplies that the Contractor is responsible for providing readily available
  - ✓ No fuel spills the result of Contractor negligence or misconduct
  - ✓ No operational delays the result of Contractor negligence or misconduct

CR-2.3.4 Bulk Product Issues

CR-2.3.4.1 Bulk Output: Products are transferred from bulk storage at NS Norfolk and NAB Little Creek to a variety of systems and customers. Barge transfers from the West Annex to Desert Cove are internal transfers. Products are also transferred and issued to the direct refueling (LCAC cabinet) system, refuelers and bulk military transport trucks, and commercial tank trucks via the fillstand and pipeline systems. For the hours established in Table 1, Hours of Operation, the bulk storage systems at both locations shall be kept in the ready-to-pump (issue) mode to supply product on demand. Except for scheduled maintenance and other occurrences of which the fuel dispatch center has been notified, the Contractor shall maintain tank and fillstand systems in the ready-to-issue mode and work to transfer/issue products on demand.

CR-2.3.4.1.1 NS Norfolk: Bulk output at NS Norfolk is restricted to bulk issues to Contractor fuel servicing trucks via the driver-operated, supply on demand or self-service system fillstands. Documentation relevant to refueler top-offs and the disposition of those documents shall be compiled and controlled in accordance with local instructions.

CR-2.3.4.1.1 NAB Little Creek: Bulk output at NAB Little Creek is more diverse.

CR-2.3.4.1.1.1 Transfers to Fuel Servicing Trucks: For the purpose of local/contractor fuel servicing vehicle top-offs at NAB Little Creek fillstands, the driver and a bulk storage attendant are required. Documentation relevant to refueler top-offs and the disposition of those documents shall be compiled and controlled in accordance with local instructions.

CR-2.3.4.1.1.2 Issues at the LCAC Cabinet System: Issues (direct sales) of JP5 at the LCAC cabinet system shall be monitored by a FDSO who shall remain at the cabinet and in contact with the LCAC crewmember during transfer operations. The Contractor shall be responsible for all documentation actions relevant to all issue operations.

CR-2.3.4.1.1.3 Transfers/Sales to Bulk Transport Trucks: Bulk military transport vehicles/equipment, i.e., M-49 tank trucks, presented by other authorized organizations shall be serviced/filled during the hours established in Table 1, Hours of Operation for Bulk Fuel Storage. A Contractor bulk storage operator shall be present during all such fill/custody transfer operations. Documentation relevant to fill and transfer of product shall be controlled in accordance with local instructions.

CR-2.3.4.1.1.4 Transfers to Barges and Sales to Small Craft: F76 is transferred to barges for further local distribution at pier 19 of the West Annex. Small craft such as Patrol Craft and Coast Guard cutters are also serviced from the West Annex and Pier 19. Small craft and boats of various type are also serviced with MMR and F76 from the Quay Wall facilities at Desert Cove.

CR-2.3.4.2 Bulk Output Summary: The "Exhibit of Products Issued" provides historical data regarding bulk storage operations in term of product that has been pulled through the bulk storage system/facilities and output to the equipment and systems supported, i.e., cabinet systems, refuelers, and tank trucks (truck issues).

- **Requirement**: Maintain and operate bulk storage facilities so as to receive, handle, and dispense quality products to authorized customers on demand. The Contractor shall institute security, quality, and inventory programs to ensure the issue of (maintain a tank system in the ready-to-issue mode) products without causing operational delays. The Contractor shall notify the COR of any discrepancy or issue that may result in the inability to issue product from the day tank system.

- **Performance Standards**:
  - ✓ All products issued shall be on specification
  - ✓ No fuel spills due to Contractor negligence or misconduct
  - ✓ No more than 0.5% variance tolerance as defined in Appendix D
  - ✓ Immediate communication with the fuel dispatch center and COR regarding occurrences that may result in direct fueling system delays

CR-2.4 Service Station Operations

CR-2.4.1 General. Service station operations, the dispensing of ground products from a fixed facility/system to authorized customers, are conducted at **NAB Little Creek Only**, Building 3860. The service station, an automated product storage and dispensing system shall be inspected, preventive/operator maintenance performed, products inventoried, system data collected, documented, and forwarded to fuels accounting, and the station readied for continued customer service for the days and hours reflected in Table 1, Hours of Operation. The Contractor shall be responsible for providing the qualified personnel to perform the aforementioned tasks and duties as further defined within this section.

CR-2.4.2 Operations. Diesel Fuel, Low Sulfur (LS2) and Reformulated Gasoline, Regular (MMR) are stored and dispensed at the base (military) service station. The station consists of two (2) 10,000-gallon vaulted aboveground tanks plus common service station components as outlined in Appendix A, Government furnished Facilities. Both LS2 and MMR are delivered to the service station by commercial truck. The Contractor shall continually track ground fuels inventories and order/receive products as deemed necessary to provide readily deliverable products at the service station. Receipts will normally be made during the operating hours for bulk storage listed in Table 1, Hours of Operation. The Exhibit of Product Receipts and the Exhibit of Products Issued provide a more definitive historical summary of service station operations.

CR-2.4.2.1 Facility Workload: Service station facilities and equipment shall be inspected, inventories performed, products received, and quality surveillance applicable to the receipt of such products performed by the Contractor. In essence, those tasks normally associated with the operation of a bulk storage facility shall also be undertaken at the service station.

CR-2.4.2.2 Accounting Data: Regardless of the accounting method, inventory and accounting forms, logs, ledgers, and data as may be used to account for service station activities shall be forwarded to the fuel accounting office by 0800 hours Monday, or the first duty day of the week, through Friday. At those installations that have undergone FAS/ATG/AFSS Phase IIB installation/upgrade, the Contractor shall be responsible for performing the daily AFSS import function into the FCC (FAS) Gas Log in order to provide an automated means of billing ground fuel customers.

CR-2.4.3 Alternate Issues, Method, and Manning: Disruption of automated service station function may require manual operation of the facility or the dispensing of products from a ground fuel servicing truck. As a rule, the facilities are repaired within the time it takes to identify the requirement for repairs and contract for repair services. The Contractor shall, for a period not to exceed five (5) weekdays, provide the personnel and equipment as outlined in the following sections to maintain the availability of ground fuel products to its customers. Weekend and holiday manning outside that specified in Table 1, Hours of Operation, and justifiable weekday manning costs beyond the aforementioned five (5) weekday rule may be submitted to the Government for reimbursement.

CR-2.4.3.1 Station Operable: In the event of a service station system failure during which the station **can be operated manually**, the Contractor shall man the service station to assist customers and manually document issues for the hours of 0730-0930 and 1330-1530 Monday through Friday and 0800-1000 Saturday, Sunday, and holidays.

CR-2.4.3.2 Station Inoperable: In the event of a power, system, or mechanical failure that renders the service station **completely inoperable**, the Contractor shall post directions to the alternate source of products and the hours of operation at that location or position the ground fuel servicing truck at the service station and man it to assist customers and manually document issue for the hours noted in preceding section.

Note

Manually generated ground fuel issue documents/data shall be input to the appropriate automated system prior to the end-of-day reconciliation of inventories.

- **Requirement**. Implement management, inventory, quality, security, and environmental controls so as to fully maintain and safely operate the base (military) service station facilities and equipment in a manner that ensures the receipt, proper handling and accountability, and timely availability of specification product to the customer without impact to the environment. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

- **Performance Standards**:
  - ✓ Service station facilities and equipment inspected and readied for customer use for the days and hours outlined by Table 1, Hours of Operation
  - ✓ Facility PM accomplished as scheduled and facility cleanliness maintained
  - ✓ Inventory documentation complete, legible, and forwarded to accounting by 0900 Monday, or the first duty day of the week, through Friday
  - ✓ One hundred percent inventory accuracy
  - ✓ As applicable, data downloaded to FAS by 0900 Monday, or the first duty day of the week, through Friday
  - ✓ Products ordered and received so as to maintain continuous availability of ground fuels to the base.
  - ✓ One hundred percent receipt quality/quantity determination
  - ✓ The Contractor capable of manual/truck operations for the hours specified
  - ✓ Manually generated documents/data input to the automated system prior to the end of day inventory

CR-2.5 Ground Fuel Delivery

CR-2.5.1 General: Ground fuel delivery operations at NS Norfolk and NAB Little Creek are defined as the issue or defuel, by truck, of ground fuels, i.e., gasoline, diesel, heating oil, or jet fuel as may be used in lieu of diesel, to authorized customers. The Contractor shall be responsible for performing all ground fuel delivery operations, and safeguarding fuel supplies under its control during normal and adverse conditions. The Exhibit of Products Issued for the applicable location provides a more detailed historic picture of ground fuel deliveries by truck for the periods indicated. Also included in the exhibit is a listings of sites to which products are routinely delivered. The data provided should not be construed as an all-inclusive listing of ground fuel delivery points.

CR-2.5.1.1 Equipment: The Contractor shall furnish ground fuel servicing equipment configured in accordance with Section CR-3.1.5, Ground Fuel Delivery Trucks, and the qualified/licensed personnel to operate and maintain all such equipment to undertake ground fuel delivery operations during the days and hours specified in Table 1, Hours of Operation. Equipment inspections shall be completed and documented on the vehicle inspection forms prior to the initial dispatch of the equipment for the duty day.

CR-2.5.1.2 Delivery: Ground fuels, reformulated unleaded gasoline (MMR) and low sulfur diesel (LS2), shall be delivered as scheduled to the activities outlined in Exhibit of Products Issued. Unscheduled requests for ground fuel deliveries, for which there is no specific response time, received by the fuel dispatch center at NS Norfolk and the fuels management office at NAB Little Creek shall be accomplished within the time limits mutually agreed upon by the requesting activity and dispatcher.

CR-2.5.1.2.1 Off Station Operations: Should they be required, ground fuel deliveries to off station locations shall be accomplished using equipment that is configured and licensed/permitted for use on public roads. All Federal, DOD, state, and local inspections, permits, licensing and insurance requirements for the equipment used on public roads, shall be a responsibility of the Contractor. Vehicle operators shall be licensed as set forth in Section CR-1.9.2.4.1, Licensing.

CR-2.5.1.3 Delivery Points: A list of delivery points by location, building/facility number, tank capacity and characteristics, and a delivery schedule, if known or established, is provided by the Exhibit of Products Issued. Maps identifying all established and scheduled delivery points, by grade of product, will be provided by NS Norfolk and NAB Little Creek and become a part of the contract, Appendix E, Maps. At contract start up, the Contractor shall survey all delivery locations and confirm delivery schedules to ensure uninterrupted customer support. The Contractor shall routinely update the ground fuel delivery points and schedules outlined in Exhibit of Products Issued as changes occur.

CR-2.5.1.4 FAS Gas Log: The Contractor shall provide and use the automated data collection equipment identified in Section CR-3.1.4.9, Automated Data Collection or document each ground fuel issue using forms or logs that provide all the information required to fully satisfy the data entry requirements of the Fuels Automated System (FAS) Gas Log. The Contractor shall fully maintain the hardware and software required to download data or input truck issue data to the FAS Gas Log daily, Monday through Friday. Weekend/holiday activities shall be downloaded/imported on the first duty day following the weekend or holiday.

- **Requirement**: Maintain and man the ground fuel servicing equipment to ensure customer support with specification products. Implement management, maintenance, quality, security, and environmental controls that ensure the safe delivery of ground products to authorized customers in a timely manner. The Contractor shall notify the COR of any discrepancy or circumstance that may result in the inability to deliver ground fuel products.

- **Performance Standards**:
  - ✓ All equipment inspected, serviceable, and inspection documentation readily available by 0800 daily.
  - ✓ Daily truck inventories one hundred percent accurate.
  - ✓ Documented issues, defuels, and truck fills one hundred percent complete, accurate, and legible.
  - ✓ Ground fuel truck logs maintained and accurate.
  - ✓ Ground fuel truck issues, defuels, and truck fills entered into the FAS Gas Log Monday through Friday.
  - ✓ Fuel servicing safety procedures and precautions observed.

CR-2.6 Used Oil Handling

CR-2.6.1 General: Used oil collection and handling is defined as the pre-collection testing of products (if applicable), the collection, by truck, of fuel products no long suitable for their intended use, the intermediate holding of the products collected within the collection vehicle, and the disposal of those products is conducted at **NS Norfolk Only**. At that site, the Contractor shall be responsible for performing all used oil collection and handling operations, and safeguarding the products collected.

CR-2.6.2 Equipment: The Government furnished used oil collection and handling equipment specified in Appendix B, Government Furnished Supplies. Equipment, and Services, shall be used to undertake the projected workload outlined in the Exhibit of Used Oil Collected, a database that provides historical workload information and collection point characteristics. The Contractor shall fully maintain all furnished equipment and components thereof in a safe, serviceable, ready for dispatch condition. Equipment inspections shall be completed and documented on the vehicle inspection form prior to the initial dispatch of the equipment for the duty day.

CR-2.6.3 Collection: The Contractor shall collect used oil from the collection points identified in Exhibit of Used Oil Collected and respond to unscheduled requests for used oil collection services received by the dispatch center. Maps identifying all known collection points will be provided by NS Norfolk and included in the contract under Appendix E, Maps. The Contractor shall update the listing of used oil collection points and the map of collection locations as changes occur. At contract start up, the Contractor shall survey all identified locations and confirm collection schedules to ensure uninterrupted customer support.

CR-2.6.3.1 Testing: The Contractor shall adhere to local HAZMAT instructions and procedures regarding the testing of, collection, transport, storage and disposition of used oils.

CR-2.6.3.2 Off Station Operations: The used oil trucks furnished by the Government shall be used to collect, store, and transport collected products to DFSP Craney Island, the FISC Norfolk fuel storage terminal, approximately 21 miles from NS Norfolk. The equipment is configured and licensed/permitted by the Government for use on public roads. Contractor operators shall be licensed as set forth in Section CR-1.9.2.4, Driver/System Operator.

CR-2.6.4 Documentation: The Contractor shall document each used oil pick-up using forms provided by the Government. Until the Fuels Automated System (FAS) is used to document/track used oil collection activities, the Contractor shall maintain a daily truck log of all collections and disposals. The log, at a minimum, shall be used to record the date and time of collection or disposal (emptying of the truck), identify the facility or equipment from which used oil is collected, the quantity collected/disposed of, and the servicing vehicle number.

CR-2.6.5 Requirements and Performance: See the requirements and performance standards for Section CR-2.5, Ground Fuel Delivery.

CR-2.7 Recyclable Jet Fuel Handling

CR-2.7.1 General. Recyclable jet fuel handling operations, the collection, filtration, and reissue of jet fuel as a ground fuel, is not applicable under this contract.

CR-2.8 Cryogenic Storage and Distribution

CR-2.8.1 General: Cryogenic storage and distribution operations are not applicable under this contract.

CR-2.9 Inventory, Accounting, and Administration

CR-2.9.1 General: Inventory is defined as the physical measurement of products in terms of volume and temperature, the documentation of those measurements, and the conversion of observed measurements to standards recognized by the Government and petroleum industry. Accounting is the manipulation of inventory, receipt, and issue data to portray an accurate record of daily events regarding the purchase and sale of products, the adjustment of inventories, and the capture of information in the form of manual records and computer files. The Contractor shall be responsible for all fuel inventory and accounting actions and the accurate input of data to the FAS (Fuel Dispatch Center) and the FAS Enterprise Server (FES). The contractor shall also be responsible for those administrative tasks, activities, and functions necessary and required to complete, record via the appropriate media, file, and report the aforementioned and other reporting outlined within the contract.

CR-2.9.2 Inventory: The Contractor shall be responsible for the inventory of petroleum products held within the facilities, equipment, tanks, and vehicles the responsibility of or under Contractor control. The Contractor shall provide accurate inventories of all products as outlined by DOD 4140.25, Bulk Petroleum Management Policy, NAVSUP Volume II, Supply Ashore, Navy regulations, and local instructions. Documentation consisting of inventory forms, receipt and issue documents, and the logs and reports as may be used to compile, compute, and validate accurate product movements shall be forwarded to the fuel accounting office by 0800 Monday, or the first duty day of the week, through Friday.

CR-2.9.3 Accounting Regiment: Within the framework of the standard DOD and Navy fuel accounting system, the Contractor shall establish a fuel accounting regiment, a process and system of files and records, that provides ready access to daily, monthly, or specific time segment information as may be defined by the Government. The processes, coupled with the fuel accounting files and records, shall facilitate:

- ✓ The continuous update and accurate portrayal of Fuels Automated System (FAS) and FAS Enterprise Server (FES) system information
- ✓ The import/input of ground fuel data to the FAS Gas Log for the periods specified by the Government
- ✓ FAS/FES access, input, and report generation. Note requirements under Section CR-2.16, Security
- ✓ The provisioning of inventory and workload information, to include local reporting, as may be requested by the COR, other Navy activities, and DESC
- ✓ Audits and inspections as may be conducted by the COR and other agencies
- ✓ The reporting of workload factors, updating of PWS exhibits, and the submission of reports

CR-2.9.3.1 Accounting Input and Reports: The Contractor shall complete all accounting functions daily. Fuel Automated System (FAS) modules, files, and records, shall be updated and balanced daily. A summary report of receipts, issues (refuels/defuels), product inventories, and adjustments (gain/loss data) for the previous days activities shall be provided to the COR by 1300 hours daily, Monday, or the first duty day of the week, through Friday. Summaries of weekend/holiday activities shall be forwarded to the COR by 1300 hours of the first duty day following the weekend/holiday. In addition, the Contractor shall maintain and update PWS embedded tables and MS Excel spreadsheets forwarded to the Site Manager by the COR. Updated files shall be submitted to the COR by the fifth workday of the month for subsequent submission to NAVPETOFF FMB.

CR-2.9.4 ADP Security: See Section CR-2.16, Security, regarding ADP security issues.

CR-2.9.5 Files and Records: Inventory and accounting files and records, the property of the Government, shall be organized and stored in a neat accessible manner. All files shall be made available to the COR on request.

CR-2.9.6 Automated System Chips, Keys, and Credit Cards: At **NAB Little Creek Only**, the contractor shall be responsible for maintaining computer systems, hardware, software, and files applicable to the issue, tracking, management, reissue, and control of service station/ground fuel access keys and/or cards. The Contractor shall establish procedures that ensure the validity of requests for automated system keys/cards, make the initial issue of the key/card to new customers; issue replacement keys/cards as requested by established customers, and update computer files/records applicable to all key/card issues and replacement actions. The Government will be provide all hardware, software, and programmable chips, keys, and cards applicable to the automated system installed, see Appendix B, Government Furnished Equipment, Supplies, and Services.

Table 3 Administration and Accounting Workload Data

Administrative/Accounting Workload [1]								
Forms/Report Processed	**D**	**W**	**M**	**Q**	**SA**	**A**	**AR**	**Filed**
Product Receipt Documents [2]	6							1,496
Aviation Fuel Issue Documents [3]	65							23,725
Ground Fuel Issue Documents [3]	20							4,820
Inventory Documents	2		2	2				514
FAS Summary Report	365		1					377
Contract Summary Report			1					12

(1) Numbers of forms, documents, reports submitted, handled, processed, and filed are estimates of the administrative workload relevant to the receipt, handling, and issue of products.
(2) To include tank temperature and gauging forms, delivery invoice/bill of lading, inspection documents and other documentation as may be relevant to product receipts.
(3) Includes all forms, summary sheets, and ledgers, as may be used to document issues of product.

- **Requirement**: Process fuel receipt, transfer, issue, sales, and inventory documents. Post data to and/or validate entries to FAS and FES and makes allowable adjustments to and generates summary reports that accurately portrays the state of the fuel/cryogenic accounts. Advise the FMO, COR, customers, higher echelons of command, and the Defense Energy Support Center regarding account matters and maintain records and filing systems applicable to the accounting and administration for Fuels Management. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

- **Performance Standards**
  - ✓ Appropriately cleared personnel in place to perform the accounting function
  - ✓ Accounting personnel knowledgeable and capable of work within the FAS Enterprise System (FES)
  - ✓ Inventory/accounting processes, to include the update of computer systems, completed daily
  - ✓ Out of tolerance conditions investigated, resolved, and documented
  - ✓ Account(s) reconciled and reports generated and forwarded to the COR in a timely manner
  - ✓ Files/documentation neat, legible, and filed for easy access
  - ✓ Automated service station key/card systems controlled and maintained

CR-2.10 Quality Surveillance

CR-2.10.1 **General**: As outlined in Section CR-1.4.3, Product Quality Surveillance Plan, the Contractor shall publish and adhere to a Product Quality Surveillance Plan commensurate with the level of quality surveillance normally applicable to and undertaken at NS Norfolk and NAB Little Creek. The plan shall outline policies, methods, and procedures that ensure products under the Contractor's control and care remain on specification. The plan shall include, but is not necessarily limited to, product receipt, storage, and issue sampling, the testing of samples taken from equipment, facilities, aircraft, and ships, barges, and small craft, the disposition of tested products, and the documentation/reporting of the quality surveillance function. On acceptance, the Product Quality Surveillance Plan shall be incorporated into the contract. The Contractor shall continually review quality surveillance policy and practices applicable to the Navy and update the plan as required.

CR-2.10.2 **Quality Determination**: No petroleum product shall be issued or returned to bulk until its quality and confirmation of conformance with specifications has been determined. Products shall be issued on a first-in, first-out basis unless otherwise specified or directed by the Government. Anytime product is received into a tank, regardless of source or reason, it shall be suspended from issue pending quality conformance sampling and notification of test results.

CR-2.10.2.1 Sampling: The Contractor shall take all samples, i.e., receipt samples commensurate with the mode of receipt, fillstands, truck, and direct fueling systems (cabinets), and visual samples as may be applicable to the movement of product. Those samples drawn at NS Norfolk and NAB Little Creek and requiring more than visual analysis shall be delivered to the NS Norfolk fuel laboratory, Building LP44, for testing. Samples shall be taken in accordance with the *API Manual of Petroleum Measurement Standards (MPMS), Chapter 8, Section 1, Manual Sampling of Petroleum and Petroleum Products*, and *MIL-STD-3004, Quality Surveillance Handbook for Fuel, Lubricants, and Related Products* as may be supplemented by local instructions. *NAVAIR 80T-109, Aircraft Refueling NATOPS Manual* and local instructions dictate the location of samples to be taken, the frequency, quantity, and minimum test requirements. *NAVSUP Publication 558, Fuel Management Ashore* outlines the sample retention procedures applicable.

CR-2.10.2.2 Testing: The Contractor shall conduct all testing of all product samples within the limits and capabilities of the NS Norfolk fuel laboratory and equipment provided. Unless otherwise specified, product samples shall be tested in accordance with *MIL-STD-3004, Quality Surveillance Handbook for Fuel, Lubricants, and Related Products*, and *NAVAIR 80T-109, Aircraft Refueling NATOPS Manual*. Calibration of laboratory test equipment and the replacement of standards applicable to all tests shall be conducted by the Contractor and included in the PM plan. Personnel performing quality testing shall be trained and qualified as outlined in Section CR-1.9.2.8, Fuel Laboratory Technician.

Table 4 Quality Surveillance, Samples and Tests

Quality Surveillance								
Product	**Samples (1)**	**Visual (2)**	**API Gravity**	**Particulate (3)**	**AEL Water (4)**	**Flash Point**	**FSII**	**EC (5)**
Jet Fuel	5,500	5,500	1,000	1,000	1,000	100	100	
MMR	500	500	50	50				
LS2	500	500	50	50				
FS2	500	500	50	50				

(1) Estimate of total samples, by grade, for a year based on the total number of sampling points, i.e., trucks, fillstands, direct fueling system filters, tanks, and other equipment/points requiring testing.
(2) Visual test includes the inspection for particulate matter, free water, color, and appearance.
(3) As determined by CFD, CCFD, Gravimetric Method, or the Gammon Field Test Kit.
(4) As determined by CCFD, Mark II AEL Water Detector, or the Gammon Field Test Kit.
(5) As determined by ASTM D2624, Standard Test Method for Electrical Conductivity of Aviation [JP8] and Distillate Fuels Containing SDA.

CR-2.10.3 Documentation: The Contractor shall maintain a sample log and track laboratory, sampling, and testing programs within the Fuels Automated System (FAS) program. The sample log shall reflect the date and time a sample is received, the type of sample, and the test results. A log of samples requiring more extensive testing, i.e., the reason for testing, to whom a sample is sent, the sample size, and the tests required shall also be kept. A copy of all test results provided by outside sources, including correlation testing, shall be maintained on file and be readily available to the Government on demand. The Contractor shall establish and publish procedures for disseminating information relevant to the sampling, testing, notification of test results, and isolation/release of products under the Contractor's care and control.

CR-2.10.4 Records Keeping: The Contractor shall establish and maintain a system of files relevant to quality surveillance records and maintain all such records in a neat, orderly manner. Historical product quality surveillance records shall be kept on file for the duration of the contract and be made available to the Government on request. All quality surveillance records and logs are the property of the Government.

CR-2.10.5 Housekeeping: Fuel laboratory facilities and equipment shall be maintained to the degree of cleanliness and order commensurate with a "quality surveillance" program. Fuel samples and chemicals shall be properly labeled and stored in the appropriate storage lockers, glassware washed, dried, and stored, and laboratory hardware stored so as to present an orderly appearance.

- **Requirement**: Implement management, sampling and testing regiments, and administrative, security, and environmental controls that fully implement a quality surveillance program that ensures the receipt, proper handling and accountability, and timely availability of specification product to the customer without impact to the environment. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

- **Performance Standards**:
  - ✓ One hundred percent sampling prior to, during, and after all fuel receipts, transfers, and issues
  - ✓ One hundred percent visual testing
  - ✓ Qualified personnel on duty as outlined in Table 1, Hours of Operation
  - ✓ Sampling and testing does not cause delays resulting in demurrage charges
  - ✓ A receipt sample shall be properly marked as to product, source, and date and stored as a retention sample
  - ✓ Quality of all petroleum products received, stored and issued meet specification requirements
  - ✓ Quality of all petroleum products is verified as suitable for their intended use
  - ✓ Records and petroleum samples are maintained to resolve quality concerns
  - ✓ Cleanliness and order maintained

CR-2.11 Property Management and Maintenance

CR-2.11.1 General: The Contractor shall be responsible for the normal and continuous use, operation, and real time reporting of discrepancies applicable to all systems, facilities, and equipment furnished by the Government and identified herein, and shall perform the preventive and operator maintenance required to keep all such fuel systems, facilities, and equipment functional. The Contractor shall provide all manpower, materials, tools, instruments, devices, and equipment not otherwise specified as Government-furnished but directly or indirectly required and called for within this contract or references cited to accomplish all work requirements at the level and scope sited herein. The purchase of repair services and supplies beyond the scope of the preventive/operator maintenance program will, given the appropriate approvals, be reimbursed under Section CR-4.0, Logistics Support, Cost Reimbursable.

CR-2.11.2 Maintenance Categories:

CR-2.11.2.1 Preventive Maintenance: Preventive maintenance is a program of periodic or cyclical inspections and servicings designed to preserve and maintain facilities, equipment, and apparatus in such a condition that they may be effectively used for their intended purpose. Preventive maintenance will normally be limited to those actions that can be taken by qualified system operators using common hand tools and specialized tools or instruments as may be prescribed by a specific PM procedure.

CR-2.11.2.2 Operator Maintenance: Operator maintenance is that work accomplished during routine inspections, other than PM, and system use/operation. Operator maintenance may include, but is not necessarily limited to work such as the replacement of ground wires, plugs, and clips, the replacement of seals, O-rings, the lubrication of components, the tightening of nuts, bolts, and screws to prevent leakage and to stabilize equipment, or corrosion control and spot painting. Operator maintenance is normally limited to actions taken by system operators using common hand tools.

CR-2.11.2.3 Other Maintenance and Repair: Except as specifically outline herein, maintenance and repair beyond that defined as preventive and operator maintenance, i.e., breakdown maintenance or the unplanned repair or replacement of components that show abnormal wear or fail, must be approved by the COR. Tasking and reimbursable for other maintenance and repair actions on the part of the Contractor will be provided as outlined by Section CR-4.2, Services Requiring a Task Order.

CR-2.12 Preventive Maintenance - Facilities and Equipment

CR-2.12.1 General: The Maintenance Plan outlined in Section CR-1.4.6, Maintenance Plan, shall provide for the inspection, servicing to the extent applicable under a PM program and as outlined herein, the removal, calibration, and replacement of equipment, and the care of facilities at specified intervals. Appendix A, Government Furnished Facilities, and Appendix B, Government Furnished Equipment, Supplies, and Services, provides listings of facilities and equipment requiring preventive maintenance and shall serve as the base line for the Maintenance Plan. The plan shall provide for a systematic approach to planning, scheduling, documenting, reporting, and managing (labor, materials, time, and costs) those actions that contribute to the uninterrupted function of the fuel facilities and systems. The plan shall include periodic inspection; testing, and minor repair of equipment and facilities in accordance with federal and military specification and standards as well as manufacturer's recommended or commercially accepted practices**.** To that end, the Government may direct the Contractor to perform practical demonstrates of equipment, procedures, skills, capability, and method for those maintenance and PM processes requiring adherence to measurable standards and skills or the use of specialized instruments, equipment, and tools.

CR-2.12.2 Preventive Maintenance Inspections: The following inspections are applicable to NS Norfolk. The codes following each item heading, i.e., Gauge (Pressure, Differential, and Vacuum) **(A)**, indicates the scheduled preventive maintenance cycle of **Annual**. The codes (**C** for continuous or daily observation/monitoring, **W** for weekly, **M** for monthly, **Q** for quarterly, **SA** for semi-annual, **A** for annual, and in some cases **AR** for as required) do not dictate or imply it is the only time an item will be monitored or inspected. In all cases, discrepancies noted as part of the daily system inspections and the preventive/operator maintenance program shall be fully documented, reported, and corrected. Repair requirements deemed beyond the expertise of the Contractor or outside normal preventive maintenance practices shall be documented and reported to the appropriate work center via the COR. However, the Contractor may be tasked under Section CR-4.2, Services Requiring a Task Order, and shall take the appropriate action dictated by such a tasking.

CR-2.12.2.1 Buildings and Structures (C): The Contractor shall ensure that all buildings, structures, and facilities used by or under Contractor control are kept clean and sanitary. The Contractor shall sweep, mop, and wax floors and wash windows and walls of occupied buildings or office spaces to present a clean, orderly appearance. Maintenance and storage buildings shall be kept in clean and orderly manner. Areas immediately around buildings for which the Contractor is responsible shall be kept free of debris. The Contractor shall not allow fire hazards, such as oily rags, loose paper, and trash to accumulate in or around buildings, structures, facilities, and areas used, occupied, or controlled by the Contractor.

CR-2.12.2.1.1 Pest, Rodent, and Vegetation Control (AR): Requests for pest, rodent, and vegetation control shall be forwarded to the appropriate work center or agency via the COR.

Note

The use of pesticides, insecticides, fungicides, and rodentcides by the Contractor is prohibited.

CR-2.12.2.1.2 General Maintenance (AR): The Contractor shall reset circuit breakers and switches, furnish and replace burned out standard and fluorescent lights, and plunge sinks and toilets to keep them serviceable. The requirement for other building/structure maintenance, i.e., electric, carpentry, and other skilled trade work shall be documented and forwarded to the appropriate work center or agency via the COR. The Contractor shall not alter any structure or allow it to be altered without explicit written approval by the Government.

CR-2.12.2.1.3 Designated Areas: The Contractor shall establish a smoking policy that prohibits smoking in other than Government designated areas. The Contractor shall provide signs to be posted at the entrance to work areas that read, **"NO SMOKING EXCEPT IN DESIGNATED AREAS."** The Contractor shall also designate a smoking area and provide signs that read, **"DESIGNATED SMOKING AREA."**

CR-2.12.2.2 Trash Removal (W): The Contractor shall be responsible for the pick-up of all trash and debris within and around fuel areas under its controlled, and shall dispose of all such trash and debris in Government-furnished containers/dumpsters. The Government will dispose of the trash and debris placed within the containers/dumpsters provided.

CR-2.12.2.3 Grounds (C): Grounds maintenance, grass cutting and vegetation control, shall be provided by the Contractor. Grass, weeds, and brush, except ornamental trees and shrubs, within the areas defined below shall be maintained so as not to exceed "4" inches in height on any given day. All vegetation within contractor controlled areas, on/under fence lines, and in the security zone outside the fence line of the walled/fenced fuel management compound shall be maintained.

Note

The use of herbicides by the Contractor is prohibited. The Government will undertake any application of herbicides.

CR-2.12.2.4 Roads and Paved Surfaces (C): All roads, paved surfaces, curbing, and sidewalks within contracted fuel management areas shall be monitored continuously. Damage, defects, and the need for repairs shall be documented and reported to the appropriate PW work center.

CR-2.12.2.5 Fences and Gates (C): The Contractor shall inspect all fences, to include signs and markings, gates and automatic gate openers, of fuel management compounds. Discrepancies shall be recorded and a work request forwarded to the appropriate PW work center.

CR-2.12.2.6 Lighting (C): Exterior lighting, security lighting, and exterior building lights will be monitored on a continuous basis. Discrepancies shall be recorded and a work request forwarded to the appropriate PW work center.

CR-2.12.2.7 Other Facilities, Equipment, and Utilities (C): The Contractor shall continuously monitor other facilities, equipment, and utilities, i.e., AFFF Systems, storm drains, exterior water systems, power poles, lines and transformers, and exterior telephones within Fuel Management areas. Deficiencies noted shall be documented and reported to the appropriate PW work center.

CR-2.12.2.8 Storage Tanks (W): The Contractor shall visually inspect the exterior of all storage tanks and tank components and visually examine the various samples taken from the tanks on a continuous basis. All inspections and visual examinations shall be documented and corrective action within the scope of PM/operator maintenance accomplished as deficiencies are noted. Maintenance requirements such as the need for exterior corrosion control and painting of tank(s) and tank inspection/cleaning as may be indicated by the visual examination of drawn samples shall be recorded on the appropriate inspection documents, and a work request forwarded to the appropriate PW work center or agency.

CR-2.12.2.8.1 Tank Maintenance: The Government will be responsible for the complete painting of tanks and internal tank inspection and cleaning. Upon notification of a cleaning or repair project, the Contractor shall, to the extent possible, use installed system-pumping equipment to empty/ready all selected tanks for cleaning and inspection. On completion of tank cleaning or repairs by another party, the Contractor shall perform and document a complete external tank/system inspection to ensure all components are ready to be returned to service. The Contractor shall update all PM systems, programs, and records.

CR-2.12.2.9 Berms/Containment Systems (C): The Contractor shall ensure that all berms and containment systems are kept clean, free of vegetation, and other debris that may hamper proper system drainage. Drain valves shall be inspected and actuated monthly. The Contractor shall clean all moats, i.e., keep them free of accumulations of dirt, debris, and vegetation. The direct discharge of any liquid from any berm/containment system shall comply with all Spill Prevention Control and Countermeasures (SPCC) plan and National Pollution Discharge Elimination System (NPDES) permit as applicable. The Contractor shall maintain a clear, concise log as to the dates and time berms are drained, observed conditions of the water drained, and who performed the drain operation.

CR-2.12.2.10 High/Low Level Alarms and Control Valves (Q): The Contractor shall functionally test installed alarm systems, i.e., low, high, and high-high tank level horns, lights, control board statue lights and signals, and low/high level control valves as may be installed quarterly. A systems status report shall be forwarded to the COR on completion of testing.

CR-2.12.2.11 Automatic Tank Gauge (ATG) System (Q): The Contractor shall monitor ATG systems continuously. ATG readings shall be validated by manual gauging quarterly or as directed by local policy. A systems status report shall be forwarded to the COR on completion of gauge validation/testing.

CR-2.12.2.12 Pumps, Reduction Gears, and Pump Motors (Q): The Contractor shall maintain all the fuel system pumps, reduction gears, and pump motors in a serviceable condition through scheduled inspections and PM. The Contractor shall adjust packing and stuffing glands, inspect mechanical seals, provide lubrication, replace gaskets and seals not requiring component tear-down, and tighten loose nuts, bolts, and screws to prevent leaks and to stabilize equipment. Pump motors shall be inspected during operation for excessive noise and vibration.

CR-2.12.2.13 Valves and Valve Motor Operators (Q): The Contractor shall inspect and perform preventive/operator maintenance on all types of valves (gate, ball, globe, plug, both lubricated and non-lubricated, check, and double block and bleed, etc.). The Contractor shall inspect, clean, lubricate as needed, and operate/actuate each system valve to ensure proper function. Motor operators shall be inspected, cleaned/lubricated as needed and actuated to ensure proper operation.

CR-2.12.2.13.1 Valve Sub-Assemblies (C): Flow control valves with pilot, solenoid, and pressure relief control assemblies shall be monitored on a continuous basis. Discrepancies such as erratic performance or valve failure shall documented and reported to the appropriate work center via the COR.

CR-2.12.2.13.2 Miscellaneous Small Valves (C): Miscellaneous small valves, all types less than 1.5 inches, shall be monitored continuously. Noted discrepancies shall be recorded and the Contractor shall undertake the work necessary to repair or replace such valves found to be defective. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

CR-2.12.2.14 Filter Separators and Monitors (C): The Contractor shall inspect/monitor filter separator and fuel monitor vessels and components, i.e., sight gauges, flow indicators, and air eliminators continuously. Systems shall be inspected, water drained, differential pressure readings recorded, and components calibrated/tested as outlined by applicable manufacture's pamphlets, industry standards, and military specifications. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components, excluding filter and monitor elements, which will be provided by the Government.

CR-2.12.2.14.1 Element Changes: In addition to the normal PM process, the Contractor shall be responsible for physically changing filter separator and fuel monitor elements, and maintaining the filter/monitor vessels, i.e., replace worn components such as gaskets, spacers, washers, and other minor parts. The Contractor shall control and prepare used elements for disposal in accordance with local environmental regulations. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

CR-2.12.2.14.2 Other Filters: Small in-line filters, service station dispensing pump filters for instance, shall be monitored for time and throughput and replaced in accordance with manufacturer's recommendations. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

CR-2.12.2.15 Relaxation Chambers (C): The Contractor shall inspect relaxation chambers for stress fractures, leaks, and operation of the components attached. Pressure/thermal relief valves, pressure gauges, inlet/outlet control valves, and other components as may be installed shall be monitored, tested, or calibrated as required for the specific component.

CR-2.12.2.16 Strainers (All Types) (M): The Contractor shall inspect and clean system strainers monthly or more often as may be deemed necessary by system condition, flow, and pressure indicators. Defective strainers shall be replaced as necessary. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

CR-2.12.2.17 Meters (S): The Contractor shall monitor meters on a continuing basis and report any discrepancies to the appropriate work center for resolution. All meters are calibrated semiannually under a separate contract.

CR-2.12.2.18 Gauges (Pressure, Differential, and Vacuum) (A): The Contractor shall inspect gauges continuously and as part of the scheduled PM program. The Contractor shall remove, calibrate or arrange to have calibrations performed by an agent certified for such work, and replace all such gauges in accordance with *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities*,, (see the NIST standard noted above). See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

CR-2.12.2.19 Pressure/Thermal Relief Valves (A): The Contractor shall monitor all installed pressure/thermal relief valves as part of its daily inspection program. As scheduled within the PM system, the Contractor shall remove, bench test, and replace pressure/thermal relief valves in accordance with *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities*, or the manufacturer's recommendations.

CR-2.12.2.20 Piping/Pipelines (A): The Contractor shall monitor piping and pipeline systems, to include all types of expansion joints, continuously. Active cross-country pipelines and pipelines outside of fuel management compounds, shall be monitored by line patrol. All piping shall be identified in accordance with the most current *MIL-STD-161, Identification Methods for Bulk Petroleum Products Systems Including Hydrocarbon Missile Fuels*, and inspected and maintained in accordance with *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities*,. The Contractor shall be responsible for spot painting/remarking of lines, keeping pipelines free of water/solids through low point drains, and keeping line/valve pits clean and dry. The Contractor shall maintain the pipeline right-of-way.

CR-2.12.2.20.1 Pipelines Repairs: The Government will be responsible for pipeline replacement, major repairs, and annual hydrostatic testing of all lines. After any testing/repair action by the Government of third party, the Contractor shall inspect, pressurize, and re-inspect the affected lines to ensure the integrity of the line and repairs performed before returning the pipeline to service.

CR-2.12.2.21 Loading Arms, Pantographs, and Nozzles (Q): The Contractor shall inspect and maintain all loading arms, pantographs, and nozzles in accordance *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities*,.

CR-2.12.2.22 Couplers, Connectors, and Swivels (Q): The Contractor shall inspect and monitor all such fixtures, to include quick disconnect and emergency dry breakaway couplers. Leaks, wet spots, erratic mechanical operation, and the need for excessive force to operate such equipment shall be documented and reported to the appropriate work center for repairs. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

CR-2.12.2.23 Hoses (All Types) (A): Fuel hoses normally detached after an operation shall be drained, capped, and properly stored and protected from the elements after each use. Attached hoses, such as those at a fillstand, shall be properly stored and protected to the maximum extent possible. All hoses shall be inspected for cuts, abrasions, general wear and tear, and fitting/swedge movement continuously. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

CR-2.12.2.23.1 Testing (A): The Contractor shall test and mark hoses as outlined in *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities*,.

CR-2.12.2.24 Pits (M): The Contractor shall keep all pipeline and component pits clean and free of debris, water, and fuel. The Contractor shall remove any water and/or fuel that may accumulate in pits and shall periodically air pits to reduce/prevent corrosion. Should any pit appear to contain excessive fuel or fuel vapors, the Contractor shall inspect all pipeline connections (flanges), valves, and controls, to locate and correct the problem or forward a work request to the appropriate work center via the COR. Appropriate confined space safety measures shall be observed.

Note

Pits known to be less than watertight shall be identified, marked, and monitored continuously. Appropriate work requests for the repair, sealing, or possible replacement of such pits shall be submitted and monitored.

CR-2.12.2.25 Manifolds (M): The Contractor shall inspect manifolds for leaks and general condition of equipment as part of its daily inspection process. The Contractor shall perform preventive and operator maintenance to including, but not necessarily limited to, the calibration of gauges, the actuation of valves, the tightening of nuts, bolts, and screws necessary to stabilize equipment and components, and spot painting. The Contractor shall keep manifolds pits, slabs, and surrounding areas clean, free of debris, and vegetation controlled as outlined in Section CR-2.11.3, Grounds.

CR-2.12.2.26 Pier Facilities (Piping, Risers, and Valves) (Q): Pier fuel facilities, piping, risers, connectors, valves, and gauges, shall be inspected on a continuous basis. Pressure/thermal relief valves, pressure gauges, valves, and other components as may be installed shall be monitored, inspected, tested, and calibrated as outlined for the specific type of component installed. The pier structure itself, pilings, driving surfaces, walkways, railings, and lighting systems shall be monitored continuously. Damage, defects, and the need for repairs shall be documented and reported to the appropriate PW work center.

CR-2.12.2.27 Pier Loading Arms (S): Pier loading arms are not applicable under this contract.

CR-2.12.2.28 Truck Fillstands/Fill Points (Q): Fillstand, to include ground fuel fill points, shall be inspected on a continuous basis for leaks, faulty components, loose connections, and filters/monitor differential pressure readings as applicable. The Contractor shall perform all preventive maintenance that may include but is not necessarily limited to the replacing of ground wires, clamps and plugs, replacing seals, gaskets, replacing burned out lights, and the cleaning of strainers. The Contractor shall also accomplish corrosion control and spot painting of fillstand facilities. See other sections regarding the inspection, preventive/operator maintenance, and calibration of specific components of the fillstand. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

Note

The Contractor's first order of system inspection and maintenance task may be to replace the ground fuel bottom loading connections so as to be compatible with those dictated by Section CR-3.1.5.6.1, Bottom Loading Connection(s).

CR-2.12.2.28.1 Sensing Systems (C): Overfill protection and grounding systems, i.e., Scully and OPW overfill protection, and Scully Ground Hog grounding system shall be monitored on a continuing base. Discrepancies shall be recorded and a work request forwarded to the appropriate work center via the COR.

CR-2.12.2.28.2 Housekeeping (C): The Contractor shall ensure the area around and under in fillstand is kept clean, free of debris, and that the fillstand containment area is free of water and product residue.

CR-2.12.2.29 Oil/Water Separator System (M): The Contractor shall visually inspect and measure the contents of oil/water separators. Gauge readings and noted discrepancies shall be documented and reported to the appropriate work center. Oil/water separator systems are maintained by Public Works.

CR-2.12.2.30 Cathodic Protection System (M): Cathodic protection systems are maintained under a separate maintenance contract.

CR-2.12.2.31 Electrical Bonds, Grounds, and Insulators (M): Electrical bonds shall be checked for continuity of current flow, static grounds for resistance, and insulators for non-flow of current. Inspection and checks shall be made as outlined by *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities,* and records of readings maintained.

CR-2.12.2.31.1 Bulk Storage Tanks (Q): Tank grounding shall be inspected quarterly. Visually inspect the ground connections around the periphery of the base, tighten loose connections, clean corroded connections.

CR-2.12.2.32 Shower and Eyewash Stations (W): The Contractor shall inspect and test shower and eyewash stations for proper function.

CR-2.12.2.33 Corrosion Control and Painting (C): The Contractor shall perform corrosion control and minor painting (of those systems requiring painting) as part of housekeeping. Minor/spot painting consists of preparing, applying primer, and repainting small surfaces areas (a square yard of flat surface or 6 linear feet of 6 inch piping) and small components, i.e., valves, strainer, and motors, to protect surfaces from corrosion and to preserve appearances. The Contractor shall also apply color code bands and symbols as outlined in *MIL-STD-161, Identification Methods for Bulk Petroleum Products Systems*.

CR-2.12.2.33.1 Large Surfaces: The Contractor will not be required to paint large vertical surfaces such as buildings and tanks or entire pipeline systems.

CR-2.12.2.33.2 Materials Used: Paint and primer used shall be an oil base type suitable for use on metal and exterior surfaces and shall be matching or compatible with the existing paint scheme.

CR-2.12.2.34 Spill Remediation Equipment:

CR-2.12.2.34.1 Kits (C): Government provided spill remediation kits of all sizes and types shall be inspected and monitored continuously. The Contractor shall furnish replacement supplies/kit components. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

CR-2.12.2.34.2 Skimmers (Q): All such equipment operated by Port Operations.

CR-2.12.2.34.3 Small Craft (Boats) (Q): All such equipment operated by Port Operations.

CR-2.12.2.34.3 Booms and Boom Systems (Q): All such equipment operated by Port Operations.

CR-2.12.2.35 Service Station Facilities (C): Service station facilities (**NAB Little Creek Only**), manual or automated, shall be inspected and monitored continuously. Components, i.e., tanks, filters, pumps, hoses, nozzles, and other relevant items as may be identified above shall be inspected as outline above and as a part of the fuel management PM program. See Section CR-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

CR-2.12.2.36 LCAC Cabinet Facilities: LCAC Cabinet facilities (**NAB Little Creek Only**), shall be operated by the Contractor but maintained by the Government (ACU4). The Contractor shall perform pre-operation inspections and monitor the facilities during operations. Noted discrepancies shall be documented and reported to the COR.

CR-2.12.2.37 AFFF Facilities/Systems (C): At those locations that are equipped with AFFF facilities/systems, the Contractor shall monitor such facilities/systems continuously. Any noted discrepancies shall be reported to the Fire Department via the COR.

- **Requirement**. Inspect and maintain fuel facilities and equipment so as to be fully capable of performing all scheduled product receipt and delivery operations and/or respond to non-scheduled service requests received by the dispatch center. Operate system for the days/hours specified herein to provide the customer with quality products and services in a safe and timely manner. Capture workload data and maintain records that fully summarize work accomplished in terms of time, cost, and materials. Advise the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

- **Performance Standards:**
  - ✓ Assigned system operators qualified and knowledgeable of inspection and maintenance requirements. Training records current
  - ✓ Facilities, structures, equipment, and grounds maintained so as to present a clean and orderly appearance and a safe work environment
  - ✓ Facility, system, and equipment reference files maintained and current
  - ✓ The Preventive Maintenance (PM) program installed, maintained and current
  - ✓ Preventive/operator maintenance performed as scheduled/required
  - ✓ Preventive/operator inspections and maintenance fully documented

- ✓ Maintenance beyond normal PM/operator programs documented and reported to the COR

CR-2.13 Training and Records Keeping

CR-2.13.1 Training Plan and Program: The Contractor shall establish and maintain a training program that is acceptable to the Government. The plan, both summary and final, shall be provided to the Government as outlined in Section CR-1.4.11, Training Plan. On acceptance, the complete training plan shall become a part of the contract. The training plan/program shall ensure that all contract personnel receive training ranging from initial employee indoctrination to fuel safety and environmental issues as may be outlined in but not necessarily limited to in the following table. Training shall be fully documented within each individuals training record. The *Personnel Qualification Standard (PQS) for Aviation Fuel Operations Ashore, NAVEDTRA 43288A* shall be used as the core training record for all fuel personnel respectively.

CR-2.13.2 Training Monitor: The Contractor shall appoint a responsible individual the collateral duty of Training Monitor, the primary point of contact regarding training and records keeping issues.

CR-2.13.3 Training Records: Training records shall be kept current and information posted thereto as training occurs. Training records shall be made available to the Government on request. All training documents or a complete copy thereof, excluding proprietary company information, shall be provided without cost to an employee on termination of duties with the contractor.

Table 5 Training Requirements

Training (1)
Base Driver Training and Familiarization to include Flightline Operations
Fire Prevention and Control
Confined Space Entry (as applicable)
Protection of the Environmental
Facility Response Plan (FRP)
Hazardous Communication
Hazardous Waste Operations and Emergency Response
Lock-Out/Tag-Out Procedures
Safe Transportation of Hazardous Materials
Fuel System Safety
Fuels Automated System (FAS)
Other training, i.e., Marine Terminal Operator, as may be required by state and local agencies and defined by the contracted activity.

(1) Except as may be specified by other sections of this contract, the government is not obligated to train or provide training to contract personnel. However, incidental training as may be mandated by the base and provided without cost to the Contractor, i.e., fire prevention or base/flightline familiarization, shall be fully documented within an employee's training record.

- **Requirement**: The Contractor shall continually develop and train personnel to enhance work habits and improve skills applicable to the petroleum management mission. Training relevant to equipment operation, product handling and safety procedures, quality and quantity determination, environmental protection, and administrative/accounting functions shall be provided as applicable. The Contractor shall advise the Government of any circumstance that may result in the inability to perform the required services.

- **Performance Standards**.
  - ✓ The Contractor's Training Monitor is identified
  - ✓ A complete and current copy of the contract Training Plan readily available to the Government on request
  - ✓ One hundred percent compliance with the government accepted training standards
  - ✓ All training records complete and annotated regarding required training as outline in the training plan
  - ✓ Training materials, literature, documents, aids, and information readily available to all personnel

CR-2.14 Safety Program

CR-2.14.1 Safety Plan: As noted in Section CR-1.4.9, Fuel Safety, the Contractor shall publish and maintain a comprehensive fuel safety program that complies with applicable Federal, state, and local laws and Navy instructions and regulations. The following table lists those safety plans/topics to be provided by the Contractor and Government plans to be incorporated in the Contractor's final safety plan. On acceptance, the safety plan shall become a part of the contract.

CR-2.14.2 Safety Monitor: The Contractor shall appoint a responsible individual the collateral duty of Safety Program Monitor, the primary point of contact regarding the Contractor's safety program.

CR-2.14.3 Safety Materials: A copy of the safety plan supported by applicable safety literature, training aids, and other safety training materials shall be made available to contract employees.

CR-2.14.4 Accident/Incident Reporting: All duty related accidents and incidents, to include traffic violations involving Contractor operated equipment, for which the Contractor or contract personnel are responsible or involved in shall be reported to the COR immediately or, depending on the severity and circumstances, as soon as practical. All accidents and incidents shall be fully documented and a copy of all initial draft and final accident/incident reports forwarded to the COR with the next duty day documents and reports. Also see Section CR-2.15.5, Spill Reporting, regarding product/material spills.

Table 6 Safety Plan

Safety
Industrial Hygiene Plan (Physical survey performed by the Government.)
Confined Space Entry Plan (Provided by the Contractor as applicable.)
Disaster Preparedness Plan (Provided by the Government.)
Fire Prevention and Protection Plan (Provide for all Contractor used and controlled systems and facilities.)
Hazardous Waste Operations and Emergency Response Plan (Provided by the Government.)
Safety and Health Standards Plan
Accident/Incident Reporting

- **Requirement**: Establish a comprehensive safety program and publish a safety plan. Train personnel to recognize potential hazards, avoid exposure to danger, and to develop safe working habits and skills applicable to petroleum related operations so as to minimize disruptions to customer support. The Contractor shall advise the Government of any circumstance that may result in the inability to perform the required services.

- **Performance Standards**:
  - ✓ The Contract's Safety Plan available to the Government and contract personnel
  - ✓ All safety materials, training aids and documents readily available to contract personnel
  - ✓ Contractor safety monitor appointed
  - ✓ One hundred percent documentation and compliance with government approved safety plans
  - ✓ One hundred percent documentation verifying all operations are conducted in accordance with government approved procedures

CR-2.15 Environmental Protection

CR-2.15.1 Compliance: The Contractor shall comply with Section I, Clause I180, *Clean Air and Water (April 1984)* and, as outlined by Section CR-1.4.4, Environmental Protection Plan, shall publish a comprehensive environmental plan that complies with and compliments the Government provided environmental plans listed below. The Contractors plan shall be site specific, cover all areas, facilities, equipment, duties, and tasks for which the contractor is responsible, establish misshape reporting procedures as required below, and should elaborate on issues that may be unique to the activity, i.e. operator pre-testing of used oils collections (not required at all activities). The Contractor shall be fully responsible for compliance with all environmental code, regulation, and laws in effect at the time of contract start and shall comply with all additions, changes, and revisions as may become effective during the contract period.

CR-2.15.2 Permits and Licenses: Environmental permits and licenses required for the operation of Government fuel facilities will be obtained by and kept on file by the Government.

CR-2.15.3 Training: The environmental training listed in Section CR-2-13, Training and Records Keeping, or as may be relevant to the requirements of this section and the plans outlined shall be the responsibility of the Contractor.

CR-2.15.4 Assignments: The activity Spill Prevention Control and Countermeasures (SPCC) plan may designate contract management/personnel to serve as the On Scene Coordinator (OSC) relevant to fuel facilities under the control of the Contractor and outlined herein. In addition, fuel dispatchers may be designated as the contract fuels management Initial Point of Contract (IPOC) regarding fuel spills within fuel management areas under the control of the Contractor, or actions relevant to operations involving contract personnel. In concert with the base environmental goals, the Contractor shall train personnel regarding all required duties relevant to the assigned tasks.

Table 7 Environmental Protection

Environmental	
EPA Hazardous Waste Management System	40 CFR, Chapter 1, Part 260
Facility/Emergency Response Plan (OPA 90)	33 CFR 154, 40 CFR 112, 49 CFR 194
National Pollutant Discharge Elimination System (NPDES) Permit Plan	40 CFR, Chapter 1, Part 122
Oil Pollution Prevention Operations Manual	33 CFR 154
Spill Prevention Control and Countermeasures (SPCC) Plan	40 CFR, Chapter 1, Part 112
High/Low Level Alarms and Control Valve System Status Report	Section CR-2.12.2.10
HAZWOPR/First Response Training	29 CFR, Chapter 17, Part 1910

CR-2.15.5 Spill Reporting: In addition to any and all formal Government requirements for the reporting of fuel spills, the Contractor shall provide a simplified report of all spills involving the Contractor, its personnel, equipment, systems, and processes for which it is responsible. Outside aircraft venting incidents (refueling), minor seepage or weepage of system/equipment components, or the capture of small amounts of fuel in drip pans incidental to maintenance, i.e. nozzle changes or strainer cleaning, the spill and loss or recovery of product shall be reported to the COR, the DESC-FPB Contracting specialist responsible for the contract, and NAVPETOFF FM and FMB. All reports shall be immediate (same day) written (e-mail) accounts of the circumstances surrounding the spill, the estimated amount of the spill, and actions taken to remediate the spill.

CR-2.15.6 Supplies and Equipment: The Contractor shall be responsible for the inspection, inventory, and care of the spill containment and clean up kits outlined under Section CR-2.12.2.34, Spill Remediation Kits (facilities), and Section CR-3.1.2.10, Spill Remediation Kits (vehicles). Consumables, i.e., small spill barriers, absorbent pads and compounds, squeegees, mops, rags, and other materials required to replenish kits or maintain all kits at 100 per cent usable level shall provided by the Contractor.

- **Requirement**: Publish an environmental protection plan and train, assign, and task personnel to take all required and necessary actions to prevent, control, or abate environmental pollution relative to the fuel facilities, activities, and programs under the Contractor's control and responsibility. Maintain remediation and clean up kits to respond to and control spills to the extent possible. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services.

- **Performance Standards**:
  - ✓ A copy of the current Government Spill Prevention Control and Countermeasures (SPCC) plan on hand or available to the Contractor
  - ✓ Contractor Environmental Protection plan on hand and available to the Government on request
  - ✓ As applicable, Initial Point of Contact (IPOC) assigned and trained regarding responsibilities
  - ✓ As applicable, On Scene Coordinator (OSC) assigned and trained regarding responsibilities
  - ✓ One hundred percent compliance with environmental laws, regulations, and government environmental documents.
  - ✓ Inspect and resupply remediation kits to 100 per cent clean up capacity
  - ✓ Fuel spills, regardless of size, reported to the COR, DESC, and NAVPETOFF
  - ✓ Notice of Violation forwarded to the COR

CR-2.16 Security

CR-2-16.1 General: Under the guidelines of the most current *OPNAVINST 5530.14, Navy Physical Security*, the Contractor shall be responsible for implementing the administrative and physical security measures required and necessary to protect Government facilities, vehicles, equipment, materials, systems, and petroleum products, as well as, contractor owned equipment, tools, supplies, and vehicles and products held therein. The Contractor shall provide all labor, vehicles, equipment, materials, and supplies necessary to manage and protect all the areas under its control. The contractor's security plan, the requirement for which is established in Section CR-1.4.10, Security Plan, shall outline policy, guidance, and procedures regarding facility access controls and visitor logs, lock and key controls, random patrols of fuel management facilities and pipelines, ADP security, and other measures as may be required and relevant to NS Norfolk.

CR-2.16.2 ADP Security: The contractor shall comply with all ADP security measures and requirements for Government computer systems. Contract personnel requiring access to the DOD computer systems shall be properly cleared at the level dictated below. Accept for the Government responses to a Contractor's requests for a clearance, the administrative burned required to apply for and process clearances requests and to gain access to computer systems at any level shall be the responsibility of the Contractor.

CR-2.16.2.1 Local FCC Access: Dispatchers and other contract personnel, to include contract management, requiring access to the FAS Fuel Control Center (FCC) systems shall be cleared and provided system access (a password) as dictated by local IT/ADP instructions.

CR-2.16.2.2 FAS Enterprise Server (FES): Persons requiring access to FES (the Purple Hub) shall be cleared and obtain a system password. The Contractor shall complete and submit all specified documentation to obtain the appropriate clearances for each person requiring access to FES. Go to http://www.desc.dla.mil/DCM/Files/FESAccess.pdf for instructions regarding access to FES. To the extent possible and practical, all applicable documentation should be submitted well before the contract start date. Contract personnel will not be granted access to FES or capable of performing contractually obligated tasks until a clearance/password has been provided.

CR-2.16.3 Physical Barriers: Except for grounds maintenance and vegetation control around and under installed physical barriers as outlined in Section CR-2.12.2.3, Grounds, the Government will provide and maintain the physical security barriers, i.e., walls, fences, lighting, and alarms as may be necessary to protect property; however, se monitoring/reporting of such facilities as outlined below.

CR-2.16.4 Patrols and Guards: Except for the personnel requirements noted within this section, contractor furnished security guards are not required.

CR-2-16.5 Monitoring/Reporting: The contractor shall perform and document end-of-day facility inspections to ensure all systems are secure to the extent of the physical barriers provided. During the duty hours reflected in Table 1, Hours of Operation, unmanned fuel facilities shall be randomly inspected at least every four hours. Noted facility, physical barrier, and lighting discrepancies shall be reported as are outlined in Section CR-2.12, Preventive Maintenance. The Government will perform after hour drive-by security inspections.

Table 8 Security Measures

Security
ADP security, user accounts and passwords, obtained for Government computer system users.
Maintain controlled access to Government facilities under the Contractor's control.
Secure all gates, buildings, facilities, and systems when not in use.
Establish and maintain a key security and lock control system.
Maintain visitors logs.
Perform and document random security checks/patrols of areas not normally occupied beyond normal duty hours.

- **Requirement**: In concert with the local vulnerability assessment, the threat condition established, and to the extent of the physical barriers and systems provided, the Contractor shall act to ensure that all Government/Contractor facilities, equipment, materials, supplies, products, and computer systems over which the Contractor maintains control are physically secure. The Contractor shall advise the Government of any circumstance that may result in the inability to perform the required services.

- **Performance Standards**:
  - ✓ Level of security comparable to the established threat condition
  - ✓ Security plan and requirements documented and files maintained
  - ✓ Key and lock system established and controlled
  - ✓ Visitor logs maintained
  - ✓ Random security inspections performed and documented
  - ✓ Facility inspections performed to ensure security systems are functional. Noted discrepancies reported
  - ✓ Government computer systems used only by personnel who are cleared and provided password access

CR-2.17 Property Inventory and Accountability

CR-2.17.1 Joint Inventory: At contract turnover as outlined in Section CR-1.5, Contract Turnover, representatives of the Contractor and Government will conduct a joint inventory of all Government furnished facilities, systems, equipment, supplies, and other property to be furnished by the Government to the Contractor. They will jointly validate the list of facilities, fuel systems, equipment, and components listed in Appendixes A, Government Furnished Facilities, and update the appendix to fully account for Government assets to be placed under the care and control of the Contractor. They will also update and jointly validate Appendix B, Government Furnished Equipment, Supplies, and Services to provide an inventory of all other Government furnished minor property.

CR-2.17.2 Disposition of Government Property: The Government reserves the right to dispose of any excess or unserviceable facilities, equipment, components, parts, materials, supplies, or other items as may have been furnished at any time over the course of the contract. The Government will replace items critical to the Contractor's performance; however, the Contractor may be tasked under Section CR-4.2, Services Requiring a Task Order, to provide replacement items or procure repairs. Furthermore, the Government reserves the right to dispose of any excess or unserviceable common use items such as but not limited to office and rest area furniture, decorative pieces, and appliances such as coffee machines, microwave ovens, and refrigerators without replacement. Appliances and furniture items accumulated, collected, or otherwise provided by the Contractor over the course of the contract shall be removed from the base or otherwise disposed of at the end of the Contract. All facilities, equipment, components, parts, materials, supplies, or other items furnished by the Government to the Contractor shall be returned to the Government in as good a condition as received, allowing for normal wear and tear.

CR-2.17.3 Annual Property Inventory: As outlined in *Section I, Clause I114, Government Property (Fixed-Price Contracts)*, the Contractor shall account for all properties, maintain records, and submit a report of Government Furnished Equipment/Property in the custody of the Contractor, annually, as of the anniversary of the contract. The report shall be forwarded to the COR not later than 30 days from the anniversary date each year of the contract. The Contractor's report shall provide a complete inventory of Government-furnished property under its custody. The Contractor shall identify all property deleted and received since the preparation of the last inventory and provide copies of source documents, i. e., Contractor/vendors invoices, for each item of Government-furnished property. As applicable, Appendixes A, Government Furnished Facilities, and Appendix B, Government Furnished Equipment, Supplies, and Services, shall be updated by the Contractor.

CR-2.18 Use of Government Facilities

CR-2.18.1 General: The Contractor shall not permit or authorize personnel to store, repair, or care for personal property such as boats, motor vehicles, recreational vehicles, trailers, motorcycles, etc., on Government property under Contractor control. Likewise, the Contractor shall not use Government property, facilities, or buildings for the storage or repair of Contractor-owned vehicles and equipment not specified or provided within the terms of this contract.

CR-2.18.2 Parking: The parking of personal vehicles used for transportation to and from work will be permitted in designated vehicle parking areas during normal working hours.

CR-3.0 CONTRACTOR-FURNISHED EQUIPMENT

CR-3.1 Vehicles

CR-3.1.1 General: The Contractor shall ensure that all the vehicles, equipment, tools, supplies and services specified, required and necessary for the normal and continuous safe operation, maintenance, and inspection, calibration and upkeep of the equipment identified within this section are provided and available. The Contractor shall provide all tools, equipment, instruments, devices, parts, and supplies directly or indirectly called for within this contract or references cited. The Contractor shall provide all of the vehicles required and necessary to meet the workloads identified herein within the response times outlined in Section CR-2.2.2.2, Response, for the petroleum related operations specified in Table 1, Hours of Operation. All equipment shall be maintained in a fully serviceable condition by the Contractor and shall be fully capable of safely performing the tasks for which they are designed. The vehicles provided to an activity at contract start shall not be replaced or removed from the base/station without written notification to and documented approval by the Government. Standby or spare vehicles not specified or required herein but presented for use on station shall pass all inspections applicable to the equivalent type of equipment provided under this contract.

CR-3.1.2 Prime Mover, Trucks and Tractors

CR-3.1.2.1 General: Truck and tractor chassis, to include motor tank vehicle chassis, provided under this contract shall be of the size, capacity, and condition that provides for an ease of operations fully intended by the truck manufacture, the complete safety of the driver/operator, and one that reflects the pride and professionalism of the Contractor. Truck and tractor chassis shall be of a standard, first class commercial design fully equipped and sized to tow/carry the cargo load to which they will be subjected. Subject to the minimum cargo tank capacity set forth in Section CR-3.1.3.2.1, Cargo Tank Capacity, the Contractor shall provide equipment that, when filled to capacity, will, to the maximum extent possible and practical, support the loads being carried. Tractors under 8,000-gallon refuelers shall be configured with three (3) axles rated at 12/20/20 thousand pounds or greater front to rear. 5,000-gallon motor tank trucks shall be configured with three (3) axles rated at 14/20/20 thousand pounds or greater front to rear. See Federal Standard 794U; Truck and Truck Tractor, Medium Commercial and Federal Standard 807H; Truck and Truck Tractor, Heavy Commercial; however, alternative engine (reduced horsepower rating) and transmission (manual versus automatic) packaging is expectable. As outlined, vehicle ratings shall be the manufacture's published ratings. Component and vehicular ratings shall not be raised to meet the requirements of this or any other specification. Except as specifically modified herein, each truck/tractor shall be configured and maintained to meet the requirements set forth in *49 CFR, Chap III, Sub-Chap B, Part 393, Parts and Accessories Necessary for Safe Operation*. All tractors of the same class shall be interchangeable with all trailers of the same class without modification to the tractor or trailer.

CR-3.1.2.2 Safety/Environmental: The Contractor shall maintain trucks and tractors so that entry of carbon monoxide and noxious fumes into the vehicle cab is minimized. Rubber boots around pedals and levers shall be in tact and tight fitting. Grommets in holes through the firewall shall fit snugly. Holes in the floor panels, firewall, or elsewhere within the cab shall be repaired/closed. Heater and fresh air intakes shall be remote from the exhaust discharge. Exhaust systems shall be inspected and repaired or replaced as necessary. Engine oil and fluids shall be controlled (leaks repaired) so as to prevent the spillage of fluids anywhere. Tractor/trailer combination shall be configured with a fifth-wheel, tank to tractor frame, bond.

CR-3.1.2.3 Radios: The Government will provide the appropriate number of radios (intrinsically safe fixed or portable/hand held) as described in Appendix B. The ignition system of all vehicles shall be equipped with resistors or other devices designed to minimize radio interference.

CR-3.1.2.4 Electrical Wiring and Lights: All wiring beyond the rear of the truck or tractor cab shall be of adequate size to provide the required current-carrying capacity and mechanical strength. It shall be mounted to provide protection from physical damage and contact with spilled fuel by being enclosed in a metal conduit or other oil-resistant protective covering. All circuits shall have over-current protection. Junction boxes shall be weatherproof.

CR-3.1.2.5 Mirrors and Glass: All trucks and tractors shall be equipped with large, truck type exterior rear view mirrors located and mounted so as to provide the driver a clear view of the rear along both sides of the vehicle or trailer.

Mirrors as well as windshields, windows, turn signals, reflectors, clearance and brake lights shall not be cracked, broken, fogged, or distorted in a way that would impede the driver's vision or prevent a clear signal to other traffic.

CR-3.1.2.6 Fenders and Mudguards: Fenders and mudguards shall be installed over the wheels of the tractor to fully protect the cargo tank and pumping system. Front fenders/mudguards may be tractor or trailer mounted. Non-functional skirting and flashing is prohibited.

CR-3.1.2.7 Tires: Unless specific tire requirements are established by the Commanding Officer, *49 CFR, Chap III, Sub-Chap B, Part 393, Sub-Part G* applies. However, non-FOD tire may be mounted at the Contractors discretion.

CR-3.1.2.8 Exhaust: The exhaust system of all trucks/tractors shall consist of a standard commercial muffler and a spark arrestor. The spark arrestor shall be approved under *USDA Forest Service Standard 5100.1b as supplemented by the NWCG Spark Arrestor Guide, General Purpose and Locomotive (GP/Loco), Volume 1*. The spark arrestor shall have a clean out plug. Where flexible exhaust pipe is used to absorb engine torque, a short section, not exceed 18 inches may be used. Exhaust systems shall be configured as follows:

Note

A spark arrestor is not required on trucks equipped with turbo diesel engines where 100 percent of the exhaust passes through the turbo unit.

CR-3.1.2.8.1 Forward Mounted Fuel Components: On fuel servicing tractor/semi-trailers where fuel system components and piping are mounted on the tractor chassis or on the front of the tank over the tractor chassis, and on cargo tank motor vehicles where components are mounted on the chassis between the cab and the tank or along the chassis under the tank behind the cab, the muffler and spark arrestor shall be mounted at the front of the engine with the exhaust outlet directed toward and exiting at the right extreme of the front bumper of the unit. The exhaust outlet shall point toward the ground at a 45-degree angle and terminate no higher than 18 inches above the ground.

CR-3.1.2.8.2 Under-Trailer/Rear Mount Fuel Components: On fuel servicing equipment configured with the system components and piping mounted under the trailer and to the rear of the trailer landing gear or on the rear of the trailer or tank, a shielded commercial exhaust system as described in *NFPA 407, Standards for Aircraft Fuel Servicing*, may be installed. Exhaust piping, shielded or otherwise, shall not terminal under the truck/tractor cab or anywhere between the chassis frame rails.

CR-3.1.2.9 Painting and Marking: Contractor vehicles, excluding utility vehicles, shall be painted and marked in accordance with *NAVFAC P-300, Management of Transportation Equipment*. All vehicles shall be free of rusted areas, running rust, flaking paint, and excessive paint oxidation. Contractor vehicles shall be completely repainted when touch up painting exceeds 20 percent of the vehicle's surface. Faded, poorly reflective, and obscure stencils, placards, and logos shall be replaced.

CR-3.1.2.9.1 Placards: A DOT placard applicable to the grade of product being transported shall be placed on the left quarter of the front bumper. A placard holder or rigid plate to which the placard is mounted may be used for the bumper mounting. See sections applicable to the cargo tank for side and rear placard requirements.

CR-3.1.2.9.2 Company Logo: Truck/tractor doors shall be marked with a permanently affixed company name or logo. The name or logo shall be applied in a professional manner, reflective of company pride and professionalism. Stenciled or spray painted logos or magnetic placards shall not be used.

CR-3.1.2.10 Spill Remediation Kits: Each Contractor truck/tractor shall be equipped with a 10-gallon spill clean up/remediation kit that is protected from the elements but readily available to the vehicle operator.

CR-3.1.2.11 Equipment Controls: Except to operate the clutch, set the transmission in the appropriate gear, and engage the PTO, all pump system controls and effort necessary to observe or operate those controls and the pumping system shall be from the operator position outside the cab of the vehicle being operated. Once the unit is set to operate, the drive shall not be required to re-enter the truck cab except in an emergency or to disengage the PTO and move the equipment from the servicing area.

CR-3.1.2.12 Spot Light: Each prime mover shall be equipped with a cab-mounted spotlight that can be manipulated by the driver from within the truck cab.

CR-3.1.3 Refuelers (NS Norfolk Only)

CR-3.1.3.1 General: Contractor provided refuelers (fuel-servicing trucks/trailers and cargo motor tanks configured to issue filtered product, and defuel and filter product being returned to the cargo tank) shall be configured to meet the specifications outlined herein. The design and construction of new refuelers shall be such that the cargo tank meets DOT 406 specifications; however, cargo tanks built to MC 306 specifications are acceptable. Refueler components shall be applied in accordance with the most current edition of *NFPA 407, Standards for Aircraft Fuel Servicing*; however, see *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual, Chapter 11*, with regard to the basic components to be installed, their specific range of measurements, and the use of COMNAVAIRAIRSYSCOM approved components. Should a conflict between specifications arise, the more stringent or restrictive requirement shall apply. Except for the PTO mounted hydraulic pump and the tractor to trailer electrical, air, and hydraulic lines, all refeuler components shall be contiguous to the cargo tank/frame (semi-trailers), or the entire prime mover/refueler shall be a cargo motor tank. A hydraulic cooling system, if installed, may be tractor or trailer mounted. Regardless of the refueler/truck configuration, all hoses and connections, i.e., servicing hoses, recirculation, bottom loading, and defuel connections, overfill protection devices, grounds, deadman controls, or otherwise shall be located on the left or drivers side of the vehicle.

CR-3.1.3.1.1 8,000-Gallon Units: The 8,000-gallon refuelers specified herein are upgraded to 600 GPM filters, relaxation chamber, piping, hoses, added fuel within chambers, and more capable tractor/trailer axles. They will be heavier vehicles not suited for over-the-road use. The Contractor shall be responsible for the movement of all such equipment to and from the base, and the appropriate state licensing or permitting, as applicable, regarding the use of such equipment off-station to meet military contingency requirements.

CR-3.1.3.1.2 5,000-Gallon Units: 5,000-gallon refuelers specified for NS Norfolk are to work in and around the confined ramp areas of NS Norfolk on which such refuelers must operate.

Note

The Government reserves the right to designate the grade of product to be held in and dispensed from any or all Contractor fuel servicing vehicles. Reasonable costs associated with product changes, filter replacement for example, directed by the Government will be borne by the Government.

CR-3.1.3.2 Cargo Tank: Cargo tanks be constructed of aluminum or stainless steel. New tank construction shall conform to DOT 406 specifications as outlined in the CFR Title 49, Transportation; however, used cargo tanks constructed to MC 306 specifications are acceptable. Unless otherwise specified, the provisions of 49 CFR 178 and the most current subpart applicable to specification DOT 406 or MC 306 apply. Furthermore, all referenced guidelines for the construction, use of materials, inspections, certifications, marking, and stamping of cargo tanks or components thereof, also apply. The cargo tank shall be one compartment with the appropriate baffles. Each baffle shall be open at the baffle/tank top to allow venting between all baffled areas at the 600 GPM fill rate. Openings at the baffle bottom/tank floor shall allow the flow of lading to the tank suction point at a 600 GPM rate for 8,000-gallon units and 300 GPM rate for 5,000-gallon units. The entire tank shall drain completely to a low point. The tank shall be designed so that all portions are accessible for inspection, cleaning, and maintenance. Each cargo tank shall be marked with a specification and nameplate as outlined in 49 CFR 178. In addition, 49 CFR, Part 180, Subpart A, General, and Subpart E, Qualification and Maintenance of Cargo Tanks shall apply.

Note

For clarification, MC 302, 303, or 305 specification tanks will not be considered under this contract.

CR-3.1.3.2.1 Cargo Tank Capacity: Trailer and motor tank chassis shall be of a standard, first class commercial design equipped and sized to the maximum extent possible and practical carry the load to which it will be subjected. Cargo tanks provided shall have a **minimum capacity of 8,000 gallons** plus the appropriate expansion space; **however, at least two of the units provided shall be 5,000 motor tank vehicles**. Unless specified otherwise, all units shall be filled to capacity. Subject to the minimum cargo tank capacity specified, 8,000-gallon refuelers (trailers) shall be configured with two (2) axles rated at 20/20 thousand pounds or greater. See Section CR-3.1.2.1, General, regarding 5,000 motor tank trucks (refuelers). Vehicle ratings shall be the manufacture's published ratings. Component and trailer ratings shall not be raised to meet the requirements of this or any other specification. Equipment required for use or travel off station shall be properly licensed or permitted and loaded to comply with all federal, state, and local highway/road use laws, regulations, and code.

Note

All fuel servicing trucks and tractor/trailer combinations shall be filled to capacity with JP5/8 or a fluid of equivalent weight and weighed. Certified weight documents and manufacturer's documents regarding weight specifications, exceptions, limitations, or re-rating of axles shall be presented at the time of the equipment inspection outlined in Section CR-3.3.1.2, Equipment Inspection.

CR-3.1.3.2.2 Sacrificial Devices: As outlined in 49 CFR 178-345-8 and 346-8, any piping that extends beyond the accident damage protection must be equipped with an emergency stop valve and a sacrificial device such as a shear section. Sacrificial devises in the form of a shear section shall conform to the specifications of Tank Truck Manufactures Association (TTMA) RP 86-98 as tested in accordance with the procedures set forth in TTMA RP 84-98 or the most current version thereof.

CR-3.1.3.3 Tank Venting: In addition to pressure and vacuum devices required under specification MC 306 and DOT 406, the cargo tank shall be equipped with a venting system rated at the 600 GPM bottom loading flow rate. The system shall open automatically when the unit is set for the movement of product into or out of the cargo tank.

CR-3.1.3.4 Overfill Protection: Each cargo tank shall be equipped with an overfill protection device, system or equipment compatible with that installed on the petroleum distribution system (fillstand) at the contracted activity. The refueler connection/receptacle that mates with the fillstand cable/connector shall be firmly mounted near the bottom-loading receptacle and shall be painted green for easy identification. Any wiring between the receptacle and the tank probe shall be encased as required by Section CR-3.1.2.4, Electrical Wiring and Lights. Any system installed/used shall be fully functional in the defuel mode and capable of being tested during equipment inspections. For probe type overfill protection systems, i.e., Scully and OPW, a minimum of three portable devices, fully compatible with the tank mounted system, shall be furnished by the Contractor to be used for short-term emergencies. If the contracted activity fillstand system is not equipped with a functional overfill protection device, system, or equipment, the Contractor shall provide fuel servicing trucks equipped with an overfill protection system that is integral to the cargo tank/refueler. That system shall stop the flow of product to the cargo tank completely at the designated full tank level. Regardless of the method used, an anti-drive feature required under Section CR-3.1.3.6.1, Bottom Loading, shall be installed.

Note

The overfill protection system (receptacle) currently installed at NS Norfolk is the older four prong style Scully receptacle.

CR-3.1.3.5 Low Point Drain: The cargo tank shall be configured with an internal self-closing stop-valve at the lowest point(s) of the cargo tank to facilitate low point/complete draining of the tank. Piping/tubing necessary to make the drain point readily accessible without having to crawling under any portion of the vehicle shall be installed and terminate with an additional rigidly mounted control valve. The cable/pull mechanism used to open the self-closing low point drain valve shall terminate at or within easy reach the low point drain outlet but apart from and readily distinguishable from the emergency control system identified in Section 3.1.3.8.3, Emergency Controls, and shall be clearly marked "**LOW POINT DRAIN**" in a color other than red.

CR-3.1.3.6 Piping: System piping shall be designed and installed to facilitate a 600 GPM issue rate using two hoses for 8,000-gallon units and 300 GPM issue rate using a single hose for 5,000-gallon units and shall facilitate complete drainage of the cargo tank. System piping shall be designed and installed to facilitate complete drainage of the cargo tank. Piping sections subjected to excessive movement during operation, shall be firmly mounted or braced, and fully protected by grommets where it passes through sheet metal frames or bulkheads. The pump and bottom loading system piping shall be constructed of schedule-40 aluminum or schedule-5 stainless steel.

Note

Refuelers configured with permanently installed tank to tractor--tractor to tank product transfer or "belly hoses" will not be considered for use under this contract.

CR-3.1.3.6.1 Bottom Loading: Cargo tanks shall be configured to bottom load at 600 GPM. The jet fuel bottom loading system shall consist of a standard single point receptacle with dust cover and manual shutoff valve. An anti-drive away device/system, one that will prevent the movement of the unit as long as a nozzle is connected to the bottom-loading receptacle, shall be incorporated in the bottom loading system.

Note

In those states requiring vapor recovery, a vapor recovery system shall be installed on refuelers dispensing volatile products, i.e., Jet B, JP4, and aviation gasoline.

CR-3.1.3.6.2 Recirculation: All fuel servicing hoses shall be capable of being recirculated. The recirculation system shall be capable of flow rates equal to the size and type of hose system being tested. Product shall be drawn from the main tank valve/suction point, circulated throughout the entire fuel system and hose(s) and returned to the tank at a separate tank fitting remote to the suction point, see *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual, Figure 11.5*. The bottom-loading system may serve as the recirculation point if the return to the cargo tank is remote to the pump suction point.

CR-3.1.3.7 Defueling: Each refueler shall be capable of defueling at 50 GPM at ground level. All product defueled shall be metered, filtered, and pass through the relaxation chamber prior to returning to the cargo tank. The defuel connection (stub) shall consist of a one and one-half inch (1½") quick disconnect adapter (male fitting) and dust cap, a line strainer assembly, and a control valve that isolates the strainer and defuel connection. The strainer screen shall be readily removable for cleaning and inspection without interference with or removal of other components.

CR-3.1.3.8 Pumping System: The pumping system shall consist of pumps, piping, connectors, valves, and other hardware identified herein. The pump system shall provide for a low flow rate, 0 to 100 GPM via overwing nozzle, and high flow, 0 to 300 GPM via the one (1) underwing (single point) hose for the 5,000-gallon units and 0 to 600 GPM via the two (2) underwing (single point) hoses. The pump system shall be adjustable so that fuel pressure measured at the underwing nozzle does not exceed 50 PSI at the 300/600 GPM rate respectively during aircraft refueling. All system controls, valves, and hose connections shall be accessible to the operator and operable from ground level. All metals downstream of, and including the filter/separator, that are exposed to fuel, shall be non-ferric or stainless steel material. Internally coated piping and components are not acceptable.

Note

Pumping systems using hydraulic pressure, i.e., tractor to trailer pressure systems shall be conspicuously marked with the appropriate "HIGH PRESSURE WARNINGS." Precautions regarding such systems shall be included in operator training programs.

CR-3.1.3.8.1 Flow Control: A calibrated pump pressure gauge, the differential gauges noted in Section CR-3.1.3.9.1, Differential Pressure, and a throttle or rate of flow control mechanism that can be set or locked in position shall be centrally mounted outside the truck cab so they can be read/operated from the equipment operator's position. The pump pressure gauge shall be marked to indicate maximum servicing/operating range. It and all other gauges shall be clearly labeled as to their function. All controls shall be illuminated by a panel/frame mounted lighting system conforming to Section CR-3.1.2.4, Electrical Wiring and Lights.

CR-3.1.3.8.2 Performance: Unless otherwise specified, all refuelers shall be capable of dispensing product at the minimum rate of 0 to 100 GPM through a 1½ inch by 50 foot (1½" X 50') fuel servicing hose and a 1½ inch overwing servicing nozzle. The 5,000-gallon refuelers shall be capable of dispensing product at and 0 to 300 GPM through a 2 inch by 50 foot (2" X 50') fuel servicing hose, dry breakaway coupler, 55 PSI hose end pressure regulator, and an underwing (single point) servicing nozzle as measured at the truck meter when connected to and returning product to the equipment bottom loading or recirculation point. The 8,000-gallon refuelers shall be capable of dispensing product at and 0 to 600 GPM through a pair of 2 inch by 75 foot (2" X 75') fuel servicing hoses, dry breakaway couplers, 55 PSI hose end pressure regulators, and underwing (single point) servicing nozzles as measured at the truck meter when connected and returning product to the bulk system return lines installed at the JP5 fillstand, LP45. Pumping systems, thus configured shall be capable of sustained flow at the rates noted until the cargo tank is empty or pump suction/prime is lost. Hose/system flow rates shall be measured separately.

CR-3.1.3.8.3 Emergency Controls: In addition to the main tank valve control mechanism, the valve normally positioned at the approximate center of the refueler and opened by the operator to allow the flow of product, emergency shutdown devises shall be installed at the left front and right rear of the cargo tank. These mechanisms shall be unobstructed, i.e., mounted outside of the tank frame, ladders, fire extinguishers, and placards, readily identifiable (handles that may blend with the truck color painted red), and clearly marked **EMERGENCY SHUTOFF** with directions to **PUSH**, **PULL, LIFT, CLOSE**, or **BREAK** in two-inch white lettering on a red background. An arrow indicating the direction of motion shall also be provided. Systems equipped with break off type devises (those that release air pressure to shutdown the system) shall incorporate a means of testing the system during inspections of the equipment and a sealed manual override mechanism so that the unit can be moved in an emergency. Fusible plugs or links incorporated into the emergency shutdown system shall not be painted.

CR-3.1.3.9 Filter Separator: A three-stage filter/separator configured with coalescer elements as specified under MIL-F-52308* or meeting American Petroleum Institute (API) Publication 1581, Group II, Class C standards, a separator stage (elements) as outlined by MIL-F-8901*, and fuel monitor elements equivalent to that of MIL-M-81380* shall be installed on each refueler. The non-ferric or stainless steel filter/separator shall be sized to meet the 300 and 600 GPM flow rates established in Section CR-3.1.3.8.2, Performance, and configured with the appropriate air eliminator, pressure (thermal) relief system, a water slug control valve and test mechanism, a manual sump drain, differential pressure gauges, and a sample connections as specified in *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual*. The air eliminator and pressure relief valve shall be vented to the main tank via a common line and one-way check valve to prevent back flow to the filter vessel. The water slug control valve and sump float assembly shall stop/start the flow of product when the water within the filter/separator sump reaches a predetermined level. The control valve used in conjunction with the float assembly shall include provisions that will permit manual testing of the water slug control system. The filter/separator sump drain shall be equipped with a spring-loaded ball type drain valve that is normally in the closed position. The chamber shall be designed, constructed, tested, marked, and stamped in accordance with the American Society of Mechanical Engineers (ASME) code, ASME Boiler and Pressure Vessel Code, Section VIII, Division 1. The asterisk * following all military specifications indicates there is an alpha revision designator. The latest version shall be used.

CR-3.1.3.9.1 Differential Pressure: Three (3) quality pressure differential gauges in the range specified as follows and graduated in one (1) PSI increments shall be installed so that pressure losses across the filter elements (0-25 PSI), the monitors (0-25 PSI), and the entire filter/monitor system (0-30 PSI) can be recorded separately. Each gauge shall be calibrated and set to read at least zero under normal pumping conditions when new filter/monitor elements are installed. The gauge(s) shall be mounted and labeled so as to be readily identifiable and easily monitored by the refueler operator.

CR-3.1.3.10 Relaxation Chamber: Each refueler dispensing jet fuel shall be configured with a relaxation chamber, a baffled metal tank within the piping system downstream of the filter/monitor sized to meet the 300 and 600 GPM flow rates established in Section CR-3.1.3.8.2, Performance. The chamber shall retain fuel within the chamber/tank for 30 seconds after its passage through the filter/monitor system and assure the complete turnover of product. A spring-loaded ball type low point drain valve that is normally in the closed position, accessible to the unit operator without crawling under any part of the truck/trailer, and an air elimination valve/line that vents to the main tank via a one-way check valve shall be installed. The chamber shall be designed, constructed, tested, marked, and stamped in accordance with the American Society of Mechanical Engineers (ASME) code, ASME Boiler and Pressure Vessel Code, Section VIII, Division 1.

CR-3.1.3.11 Meter: Refuelers shall be equipped with positive displacement, temperature-compensating meters sized to meet the 300 and 600 GPM flow rates established in Section CR-3.1.3.8.2, Performance. Meters shall have an accuracy of that stated in the National Institute of Standards and Technology (NIST) Handbook 44. Meters shall be capable of being adjusted while under pressure without leakage or loss of product. Adjustment sensitivity shall be sufficiently fine to permit calibration changes in conformance to the accuracy requirements set forth above. The Contractor shall calibrate or have calibrated by a certified agent each meter semi-annually, after maintenance/servicing, when suspected of being out of tolerance, or when the meter has been damaged. Wire/lead seals shall be affixed to and secure all calibration adjustment devices. The Contractor shall mark each meter to indicate the date of calibration, and shall establish a system of records to validate calibration date markings.

CR-3.1.3.12 Emergency Dry Breakaway Coupler(s): An emergency dry breakaway coupler (a piping to hose coupler that will break dry and allow the servicing unit unencumbered egress) should be installed on each underwing fuel servicing hose at the point where the hose attaches to refueling piping or hose reel.

CR-3.1.3.13 Hoses: All fuel servicing hoses shall be American Petroleum Institute (API) 1529, Grade 2, Type C hoses marked accordingly. Unless otherwise specified, the 5,000-gallon refuelers shall be configured with two hoses, a one and one-half inch by fifty-foot (1½" X 50') overwing hose, and a two-inch by fifty-foot (2" X 50') underwing hose. The 8,000-gallon units shall be configured with two (2) two inch by seventy-five foot (2" X 75') underwing hoses to accommodate the 600 GPM flow rate. Where hose lengths in excess of 50 feet are required, a threaded hose connector or dry break coupler may be used providing the connector/coupler will not come in contact with any portion of the aircraft during servicing operations. Hoses shall be free of internal/external electrical bond wires. One and one-half inch (1½") hose, that generally used as a defuel hose, shall be of the hard helix or non-collapsible type. Where two hose assemblies are attached to a common outlet or source of product, a separate control valve shall be provided for and control each hose. Filter and relaxation chamber vent hoses or tubing shall be compatible with the product being handled.

Note

The 1½" OW hose may be configured with 1½" and 2" dry break couplers and coupled to the refueler by the 1½" coupler and subsequently used as the defuel hose.

CR-3.1.3.14 Hose Storage: Hose storage in the form of troughs, platforms, or hose reels shall be provided for all hoses. Hoses shall not be hung from the tank or frame. The hose storage arrangement shall be such that no sharp bends or kinks occur while hoses are stored. Hoses shall remain stowed when the vehicle is traveling over rough roads.

CR-3.1.3.15 Hose-End Pressure Regulator (HEPR): Refuelers shall be configured with a 55-PSI (maximum) HEPR attached to or as an integrated part of each underwing-servicing nozzle.

CR-3.1.3.16 Nozzle(s): Aircraft fuel servicing nozzles shall conform to the specifications listed herein. Depending on the type aircraft requiring service, three types of nozzles, the underwing or D-1 single point nozzle, the overwing or gravity nozzle, and/or the closed circuit refueling (CCR) nozzle or a combination of such nozzles may be installed and used. Unless stated otherwise, refuelers shall normally be configured with an underwing and overwing type nozzle.

CR-3.1.3.16.1 Underwing Nozzle: Nozzle, Pressure Fuel Servicing, Locking, Type D-1 (45^{o} elbow inlet body), the underwing or single point type nozzle, as specified by the most current edition of Military Specification MIL-N-5877 and produced by companies listed in the most resent Quality Products List QPL-5877-XX are approved for use under this contract. Each nozzle shall be connected to the issue hose by a dry break quick disconnect coupler, and shall be equipped with a screen of 60 mesh or finer which is readily accessible without the use of tools. Each nozzle shall have a dust cover.

Note

Additional Type D-2 (straight inlet body) nozzles may be required if significant under wing refueling of commercial wide-body aircraft is required.

CR-3.1.3.16.2 Overwing Nozzle: An overwing nozzle of the non-automated, non-locking type commonly used to dispense aviation fuel to aircraft shall be provided. Each nozzle shall be attached to the issue hose by a dry break, quick disconnect coupler (example) to provide for quick nozzle change and recirculation of product within the hose as outlined in Section CR-3.1.3.6.2, Recirculation. The nozzle shall be equipped with a 60-mesh or finer screen installed in the non-flexible nozzle tube/spout. Attachments shall include a dust cap that is held in place by wire and spring system, and a permanently attached flexible bonding wire with a ground clip conforming to MIL-C-83413/7B attached near the end, and terminating with a ground plug conforming to MIL-C-83413/4

CR-3.1.3.16.3 Closed-Circuit Refueling (CCR) Nozzle: Closed circuit refueling (CCR) nozzles are not required under this contract.

CR-3.1.3.17 Swivels and Hose Couplings: All swivels and couplings used within the fuel system shall be the greaseless type; however, a light, hand application of grease, non-soluble in petroleum, to bearing races and bearing surfaces, is acceptable. Old, lubricated swivels on which the lubrication channel has been plugged shall not be used. Except as noted throughout this specification, couplings/connections shall be of the permanent, threaded type.

CR-3.1.3.18 Deadman Controls: Refuelers shall be equipped with a hand held deadman control with a connecting hose/cable installed in such a manner that it can be stored on a reel or removed and stowed when not in use. The deadman control hose/cable, located/mounted at the unit control panel, shall be of sufficient length that the operator can reach and monitor all controls, except the remote emergency shut-offs, without letting go of the deadman handle. In the underwing (single point) mode, release of the deadman control handle shall completely stop the flow of fuel within a 5 percent overshoot range (in time or gallons) of the rated capacity of the refueler, i.e., 300 GPM is equal to 15 gallons or 3 seconds. In the overwing and CCR mode, the overwing or CCR nozzle shall be considered the deadman control.

CR-3.1.3.19 Static Bonding Cables: A static bonding cable shall be installed on a rewind reel with cable guide. The overall length of the static bonding cable shall be 50 feet or the length of the longest hose being used whichever is greater. The cable shall be of stranded steel (galvanized or stainless) wire rope 3/32-inch in diameter coated with a petroleum-resistant plastic containing light sensitive dye. The cable shall terminate with a heavy-duty clip conforming to MIL-C-83413/7B and plug, MIL-C-83413/4. Refuelers designated to "hot refuel" shall be equipped with two cable/reel assemblies.

CR-3.1.3.20 Electrical Wiring and Lights: See Section CR-3.1.2.4, Electrical Wiring and Lights.

CR-3.1.3.21 Fire Extinguishers: Each refueler shall be equipped with at least two fire extinguishers, one on the left (drivers) side readily accessible to the operator at the refueler control panel, the other on the right rear of the unit. Each extinguisher shall have an ANSI rating of not less than 20-B. Halogen extinguishers shall not be used.

CR-3.1.3.22 Fenders and Mudguards: Fenders/ mudguards shall be installed over the wheels of the trailer to fully protect the cargo tank, hoses, and other equipment. Nonfunctional skirting and flashing are prohibited.

CR-3.1.3.23 Tires: See Section CR-3.1.2.7, Tires.

CR-3.1.3.24 Painting and Marking: See Section CR-3.1.2.9, Painting and Marking, regarding the painting and markings of cargo tanks.

CR-3.1.3.24.1 Alignment of Stencils: Reflective stencils as outlined in *NAVFAC P-300, Management of Transportation Equipment*, shall be applied and positioned in a precise manner. Cargo tank side stencils shall read left to right and be proportionally placed along the horizontal centerline of the cargo tank beginning 12 inches from the front bulkhead/tank weld and ending 12 inches from the rear bulkhead/tank weld. Two line stencils, i.e., NO SMOKING over WITHIN 50 FEET, shall be centered vertically on the horizontal tank centerline. Rear tank stencils reading from top to bottom shall be centered on the vertical tank centerline.

CR-3.1.3.24.2 DOT Placards: DOT placards shall be placed on each side of the tank centered on and one inch below the **FLAMMABLE** stencils. A placard shall also be centered (considering lighting placement) on the right half of the rear bumper. A placard holder or a rigid plate shall be used for the bumper mounted placard versus wrapping the placard over/under or around the bumper.

CR-3.1.4 Defueler (NS Norfolk Only)

CR-3.1.4.1 General: The Contractor shall provide defuel truck(s) (single compartment tank trucks configured to defuel, take on aviation fuel products generally returnable to stock) shall meet the following specifications. Design and construction of new defuel trucks shall be such that the cargo tank meets DOT 406 specifications; however, cargo tanks built to MC 306 specifications are acceptable. Components shall be applied in accordance with *NFPA 407, Standards for Aircraft Fuel Servicing*, specifications. Should a conflict between specifications arise, the more stringent requirement shall apply. Except as modified by the following, Section CR-3.1.3, Refuelers, applies. Components not specifically addressed do not apply; however, if installed, they shall meet the specification, performance, and configuration standards outline herein.

CR-3.1.4.2 Cargo Tank: See Section CR-3.1.3.2, Cargo Tank, and sub-sections thereto. Baffle openings (top vent/bottom flow) may be sized to 100 GPM. The cargo tank shall have a **minimum capacity of 5,000 gallons** plus the appropriate expansion space.

CR-3.1.4.3 Tank Venting: See Section CR-3.1.3.3, Tank Venting for refuelers; however, venting capacity may be reduced to 100 GPM, the tank fill rate.

CR-3.1.4.4 Overfill Protection: See Section CR-3.1.3.4, Overfill Protection.

CR-3.1.4.5 Low Point Drain(s): See Section CR-3.1.3.5, Low Point Drain.

CR-3.1.4.6 Piping: See Section CR-3.1.3.6, Piping, and sub-sections thereto; however, flow rates may be reduced to 100 GPM.

CR-3.1.4.6.1 Bottom Loading Connection(s): In order to facilitate flushing of the cargo tank, defuel trucks shall be equipped/configured for bottom loading at a minimum of 100 GPM via a two and one-half inch (2 1/2") single point pressure fuel-servicing adapter.

CR-3.1.4.7 Defueling: Defuel truck(s) shall be capable of metered defueling at 0 to 50 GPM. Product shall re-enter the tank via the piping system, versus the tank top manhole. The defuel connection shall consist of a one and one-half inch (1½") quick disconnect adapter (male fitting) and dust cap, a line strainer assembly, and a control valve that isolates the strainer and defuel connection. The strainer screen shall be readily removable for cleaning and inspection without interference with or removal of other components.

Note

System specifications and flow rates for units designated stand alone "defuelers" are minimums applicable to the defuel process. Any filter systems, flow controls, or other components as may be provided shall meet the equipment standards set forth within this PWS.

CR-3.1.4.8 Pumping System(s): The pumping system shall consist of a pump, piping, connectors, valves, and other hardware identified herein. Pump controls shall provide a flow/defuel rate, 0 to 50 GPM. All controls, valve(s) and hose connection(s) shall be accessible/operable from ground level.

CR-3.1.4.8.1 Flow Control: A pump pressure/vacuum gauge and an adjustable locking throttle control shall be centrally mounted outside the truck cab so they can be read/operated from the equipment operator position. The pressure/vacuum gauge shall be marked to indicate maximum servicing/operating ranges. For nighttime operations, all controls shall be illuminated by a panel/frame mounted lighting system. Wiring shall conform to Section CR-3.1.2.4, Electrical Wiring and Lights.

CR-3.1.4.8.2 Performance: Unless otherwise stated, defuel trucks shall be capable of defueling at a rate of 0 to 50 GPM through a one and one half (1½") by fifty foot (50') fuel servicing hose. Systems thus configured shall be capable of sustaining the defuel rates noted above until the cargo tank is filled to the overfill alarm.

CR-3.1.4.8.3 Emergency Controls: See Section CR-3.1.3.8.3, Emergency Controls.

CR-3.1.4.9 Meter(s): See Section CR-3.1.3.11, Meter; however, non-compensated, positive displacement meter(s) with a gallon register shall be installed.

CR-3.1.4.10 Hose(s): Fifty-foot by one and one half inch (50' X 1½") commercial non-collapsible fuel hoses compatible with the specific grade of fuel to be handled shall be provided.

CR-3.1.4.10.1 Hose End Fittings: Hose end fittings, i.e., nozzles, tubes, drum thieves, cut hard/soft hose, and any other apparatus as may be required to connect to and defuel the aircraft and equipment assigned shall be provided by the Contractor.

CR-3.1.4.11 Hose Storage: See Section 3.1.3.14, Hose Storage.

CR-3.1.4.12 Nozzle(s): Nozzle, Pressure Fuel Servicing, Locking, Type D-1, an under-wing or single point nozzles, as specified by the most current edition of Military Specification MIL-N-5877 and produced by companies listed in the most resent Quality Products List QPL-5877-XX are approved for use under this contract

CR-3.1.4.13 Swivels and Hose Couplings: See Section CR-3.1.3.17.

CR-3.1.4.14 Electrical Wiring and Lights: See Section CR-3.1.2.4.

CR-3.1.4.15 Fire Extinguishers: See Section CR-3.1.3.21.

CR-3.1.4.16 Fenders and Mudguards: See Section CR-3.1.3.22.

CR-3.1.4.17 Painting and Marking: See Section CR-3.1.3.24 and sub-sections thereto; however, smaller 4 inch on 6 inch versus 6 inch on 8 inch stencils may be used to mark smaller defuel truck tanks.

CR-3.1 5 Ground Fuel Delivery Trucks

CR-3.1.5.1 General: The Contractor shall provide ground fuel delivery trucks (single or multiple compartment tank trucks capable of issuing and defueling ground fuels). Design and construction of new ground fuel trucks shall be such that the cargo tank meets DOT 406 specifications; however, cargo tanks built to MC 306 specifications are acceptable. Components shall be applied in accordance with *NFPA 385, Standard for Tank Vehicles for Flammable and Combustible Liquids*, specifications. Should a conflict between specifications arise, the more stringent requirement shall apply. Except as modified by the following, Section CR-3.1.3, Refuelers, in its entirety applies. Components not specifically addressed do not apply. Loading on any axle or set of axles shall not exceed the manufacturer's gross vehicle working rate (GVWR)/limitations. Vehicle [trailer] rating shall be manufacturers published ratings. Component and vehicular ratings shall no be raised to meet the requirements of this specification, see Federal Standard 794U; Truck and Truck Tractor: Medium Commercial.

CR-3.1.5.2 Cargo Tank(s) : See Section CR-3.1.3.2 and sub-sections thereto. Baffle openings (top vent/bottom flow) may be sized to 100 GPM. The cargo tank(s) may be dual product having a **minimum capacity of 1,000 (MMR) and 1,000 gallons (LS2)** plus the appropriate expansion space, or single product tank trucks of equal or greater capacity. See *NFPA 385, Standard for Tank Vehicles for Flammable and Combustible Liquids* regarding dual product tank separation. Unless specified otherwise, all cargo tanks shall normally be filled to capacity.

CR-3.1.5.3 Tank Venting: See Section CR-3.1.3.3, Tank Venting; however, the venting capacity for this small unit may be reduced to 100 GPM.

CR-3.1.5.4 Overfill Protection: See Section CR-3.1.3.4, Overfill Protection.

CR-3.1.5.5 Low Point Drain(s): See Section CR-3.1.3.5, Low Point Drain.

CR-3.1.5.6 Piping: See Section CR-3.1.3.6, Piping. For ground fuel trucks, system piping may be configured so that product is drawn from (issue) and returned to (fill or defuel) a common point/valve.

CR-3.1.5.6.1 Bottom Loading Connection(s): Ground fuel delivery trucks shall be equipped/configured for bottom loading at a minimum of 100 GPM. The type bottom-loading adapter will be determined by the grade or class of products to be loaded. Jet fuels used in lieu of diesel fuel shall be loaded through a two and one-half inch (2 1/2") single point pressure fuel-servicing adapter. Diesel fuel and gasoline shall be loaded through a dry-break disconnect adapter assembly (OPW CIVACON KAMVALOK® for example); two inch (2") for diesel fuel and one and one-half inch (1½") for gasoline. Dust caps shall be provided for all systems. If a conversion of Government facilities is required The Contractor shall provide the hose and coupler half necessary to convert Government fillstands to the aforementioned adaptor/coupler configuration.

Note

In those states applicable, vapor recovery systems shall be installed on units/systems designated to handle automotive gasoline (all grades).

Note

***NFPA 385-90, Section 6-2.12,* and all reference to "top-loading" of ground fuel trucks shall be disregarded. Only bottom loading of fuel trucks is authorized.**

CR-3.1.5.7 Defueling: Ground fuel delivery trucks shall be capable of defueling the product(s) dispensed at a minimum of 25 GPM. Product shall re-enter the tank via the piping system versus the tank top manhole. The defuel connection shall be a one and one-half inch (1 1/2") quick disconnect adapter and dust cover and a control valve mounted at or near the defuel connection for jet fuel or a dry disconnect adapter assemblies as noted in Section C-3.1.3.2.6 for diesel fuel and gasoline. A line strainer, the screen of which shall be readily removable for cleaning and inspection without interference with or removal of other components, shall be mounted at the control valve/dry disconnect adapter.

CR-3.1.5.8 Pumping System(s): The pumping system shall consist of a pump, piping, connectors, valves, and other hardware identified herein. Pump bypass/controls shall provide a flow rate, 0 to 25 GPM via a non-automatic overwing or service station type nozzle. All controls, valve(s) and hose connection(s) shall be accessible/operable from ground level.

CR-3.1.5.8.1 Flow Control: Clutch/PTO controls and an adjustable throttle control device shall be centrally mounted outside the truck cab so they can be operated from the outside operator position.

CR-3.1.5.8.2 Performance: Unless otherwise stated, ground fuel trucks shall be capable of dispensing product at 0 to 25 GPM through a fifty-foot (50') by (state size in inches) hose and overwing or service station type nozzle. Pumping systems, thus configured shall be capable of sustained flow at the rates noted until the cargo tank is empty.

CR-3.1.5.8.3 Emergency Controls: See Section CR-3.1.3.8.3; however, the "left front" device may be excluded.

CR-3.1.5.9 Metering/Measurement Devices: The following metering/measurement devices or systems shall be installed on the ground fuel truck.

CR-3.1.5.9.1 Meter(s): See Section CR-3.1.3.11; however, non-compensated, positive displacement meter(s) with gallon and one-tenth gallon registers shall be installed for each product dispensed.

CR-3.1.5.9.2 Automated Data Collection: In addition to the above meter(s), ground fuel servicing trucks shall be configured with a FuelMaster FMU-2525, Mobile Fuel Management Unit. The unit/system shall be configured and maintained to control and store transactions for the grades of fuel dispensed. The Government will provide the unit/system to which the truck transactions will be downloaded.

CR-3.1.5.10 Hose(s): Fifty-foot (50') by (state size in inches) commercial fuel hoses compatible with the specific grades of fuel to be handled shall be provided.

CR-3.1.5.10.1 Hose End Fittings: Hose end fittings, i.e., nozzles, tubes, drum thieves, cut hard/soft hose, and any other apparatus as may be required to connect to and defuel the equipment and facilities assigned shall be provided by the Contractor.

CR-3.1.5.11 Hose Storage: See Section CR-3.1.3.14.

CR-3.1.5.12 Nozzle(s): Commercial overwing or service station type fuel nozzles sized to the hose installed and compatible with the specific fuel to be dispensed shall be provided.

CR-3.1.5.13 Swivels and Hose Couplings: See Section CR-3.1.3.17.

CR-3.1.5.14 Electrical Wiring and Lights: See Section CR-3.1.1.4.

CR-3.1.5.15 Fire Extinguishers: See Section CR-3.1.3.21.

CR-3.1.5.16 Fenders and Mudguards: See Section CR-3.1.3.22.

CR-3.1.5.17 Painting and Marking: See Section CR-3.1.3.24 and sub-sections thereto; however, smaller stencils, 4 inch on 6 inch versus 6 inch on 8 inch stencils, may be used to mark smaller ground fuel trucks.

CR-3.1.6 Fuel Servicing Motor Tank Truck, F76, (NAB Little Creek Only)

CR-3.1.6.1 General: Contractor provided fuel-servicing motor tank trucks (fuel-servicing trucks/trailers configured to pump/defuel bulk product) shall meet the specifications outlined herein. The design and construction of new fuel servicing trucks shall be such that the cargo tank meets DOT 406 specifications; however, cargo tanks built to MC 306 specifications are acceptable. Trucks components shall be applied in accordance with the most current edition of NFPA 385, Tank Vehicles for Flammable and Combustible Liquids . Should a conflict between specifications arise, the more stringent requirement shall apply. All components, except the PTO drive mechanism and the tractor to trailer electrical, air, and hydraulic lines, shall be contiguous to the cargo tank/frame (semi-trailers), or the entire prime mover/fuel servicing truck shall be a cargo motor tank. A hydraulic cooling system, if installed, may be tractor or trailer mounted. Regardless of the truck configuration, all connections, i.e., recirculation, bottom loading, defuel stub, overfill protection devices, grounds, deadman controls, or otherwise shall be located on the left, the drivers side, of the vehicle.

CR-3.1.6.2 Cargo Tank: See Section CR-3.1.3.2.

CR-3.1.6.2.1 Cargo Tank Capacity: See Section CR-3.1.3.2.1: however cargo tanks provided shall have a minimum capacity of 5,000 gallons plus the appropriate expansion space.

CR-3.1.6.2.2 Sacrificial Devices: See Section CR-3.1.3.2.2.

CR-3.1.6.3 Tank Venting: See Section CR-3.1.3.3.

CR-3.1.6.4 Overfill Protection: See Section CR-3.1.3.4.

CR-3.1.6.5 Low Point Drain: See Section CR-3.1.3.5.

CR-3.1.6.6 Piping: See Section CR-3.1.3.6.

CR-3.1.6.6.1 Bottom Loading: See Section CR-3.1.3.6.1.

CR-3.1.6.6.2 Defueling: Each fuel servicing truck shall be capable of defueling at 50 GPM at ground level. The defuel connection shall consist of a one and one-half inch (1½") quick disconnect adapter (male fitting) and dust cover, a control valve mounted at or near the defuel connection, and a line strainer. The strainer screen shall be readily removable for cleaning and inspection without interference with or removal of other components.

CR-3.1.6.7 Pumping System: The pumping system shall consist of a pump, piping, connectors, valves, and other hardware identified herein. Pump bypass/controls shall provide for high flow, 0 to 200 GPM via a 2" X 75' hose terminating with a quick disconnect type fitting. The pump system shall be adjustable. All controls, valve(s) and hose connection(s) shall be accessible/operable from ground level. All metals downstream of, and including the filter/separator, that are exposed to the fuel, shall be non-ferric or stainless steel material. Internally coated components are not acceptable.

CR-3.1.6.7.1 Control: A calibrated pump pressure gauge and an adjustable throttle control that can be locked in position shall be centrally mounted outside the truck cab so they can be read/operated from the operator position. The pressure gauge shall be marked to indicate maximum servicing/operating ranges.

CR-3.1.6.7.2 Performance: Unless otherwise stated the fuel servicing truck shall be capable of dispensing product at 0 to 200 GPM through a 2 inch by 75 foot servicing hose and quick disconnect coupler at the ships connection point. Pumping systems, thus configured shall be capable of sustained flow at the rates noted until the cargo tank is empty.

CR-3.1.6.8 Meter: See Section CR-3.1.3.11.

CR-3.1.6.9 Hoses: All fuel servicing hoses shall be American Petroleum Institute (API) 1529, Grade 2, Type C hoses marked accordingly. Unless otherwise specified, fuel servicing truck shall be configured with a single two inch by seventy-five (2" X 75') hose terminating with a quick disconnect coupler. Hoses shall be free of internal/external electrical bond wires. Where two hose assemblies are attached to a common outlet or source of product, each shall be controlled by a separate control valve.

CR-3.1.6.10 Hose Storage: See Section CR-3.1.3.14.

CR-3.1.6.11 Nozzle(s): Fuel servicing nozzles shall conform to the specifications listed herein. Depending on the type of craft requiring service, quick disconnect type fittings or overwing (gravity) nozzle may be required. Unless stated otherwise, fuel servicing trucks shall be configured with a hose terminating in a quick disconnect type coupler with dust plug

CR-3.1.6.11.1 Overwing Nozzle: An overwing nozzle of the non-automated type commonly used to dispense aviation fuel to aircraft shall be provided. Each nozzle shall be attached to the issue hose by a quick disconnect coupler to provide for quick nozzle change. The nozzle shall be equipped with a 60 mesh or finer screen installed in the non-flexible nozzle tube/spout. Attachments shall include a dust cap that is held in place by wire and spring system, and a permanently attached flexible bonding wire with a ground clip conforming to MIL-C-83413/7B attached near the end, and terminating with a ground plug conforming to MIL-C-83413/4

CR-3.1.6.12 Swivels and Hose Couplings: See Section CR-3.1.3.17.

CR-3.1.6.16 Deadman Controls: Fuel servicing trucks shall be equipped with a hand held deadman control with sufficient connecting hose/cable installed in such a manner that it can be stored on a reel or removed and stowed when not in use. The deadman control shall be located/mounted at the unit control panel. Release of the deadman control handle shall completely stop the flow of fuel within a 5 percent overshoot range (in time or gallons) of the rated capacity of the fuel servicing truck, i.e., 300 GPM is equal to 15 gallons or 3 seconds.

CR-3.1.6.13 Static Bonding Cables: See Section CR-3.1.3.19.

CR-3.1.6.14 Electrical Wiring and Lights: See Section CR-3.1.2.4.

CR-3.1.6.15 Fire Extinguishers: See Section CR-3.1.3.21.

CR-3.1.6.16 Fenders and Mudguards: See Section CR-3.1.3.22.

CR-3.1.6.17 Tires: See Section CR-3.1.2.7.

CR-3.1.6.18 Painting and Marking: See Section CR-3.2.1.9 and its sub-paragraphs regarding the painting and markings of trailers/cargo tanks.

CR-3.1.7 Used Oil (Fuel) Truck (NS Norfolk Only)

CR-3.1.7.1 General: The Government will provide the used oil (fuel) trucks required. See Appendix B, Government Furnished Equipment, Supplies, and Services.

CR-3.1.8 Recyclable/Recycled Jet Fuel Truck

CR-3.1.8.1 General: Recyclable jet fuel trucks are not required under this contract.

CR-3.1.9 Utility Vehicles

CR-3.1.9.1 General: Utility vehicle(s), pickup or van type equipment and personnel vehicles, as may be provided and used by Contractor management, maintenance, or other personnel within the Contractor organization. Utility vehicles may be painted commercial colors but shall be marked in accordance with Section CR-3.1.2.9.2, Company Logo, and shall reflective of the pride and professionalism of the Contractor.

CR-3.1.9.2 Spill Kit: Each utility vehicle as may be furnished shall be equipped with a 10-gallon spill clean up/remediation kit that is protected from the environment but readily available to the vehicle operator.

CR-3.1.10 Prefabricated Building(s)

CR-3.1.10.1 Contractor Responsibilities: The Contractor shall provide prefabricated building(s) sized to the need for office space, a driver's ready room, rest rooms, maintenance workspace, and storage space. The structure(s) provided shall, as mutually agreed upon prior to contract start-up, be wired (electric), plumbed (water and sewage), and have telephone and local area network (LAN) cabling as may be applicable, installed. The structure(s) shall be erected at the site specified by the Government, shall be complete (all windows, doors, and fixtures in good working order), shall be properly supported/leveled, and shall have the appropriate trim, flashing, and stairs securely installed on set-up. Any installed structure(s) shall not detract from local surroundings, buildings, and landscaping.

CR-3.1.10.2 Utility Connections: The Government will provide the agreed upon utility connection points, to include meters and measuring devises as may be applicable, at the designated building/structure site. The Contractor shall arrange for the physical connection of all such utilities at the building site.

CR-3.2 Records, Inspections and Disposition of Property

CR-3.2.1 General: The Contractor shall maintain records; submit to inspections, and dispose of property as outlined in the following sections.

CR-3.2.1.1 Current and Historical Records: The Contractor shall keep maintenance records on all fuel servicing equipment provided. Such records shall contain a complete description, of the truck, tractor, and cargo tank provided, and a copy of cargo tank certification and any applicable inspection documents as may be required by federal, state, and local vehicle code. A complete maintenance history relevant to the Contractor's possession of the vehicle shall also be provided. All records shall be available to the Government for the duration of the contract.

CR-3.2.1.2 Equipment Inspection: As outlined in *Section E, Inspection and Acceptance, Clause E29*, four (4) work days prior to the contract start date or a date mutually agreed upon by all parties, the Contractor shall have all equipment, supplies, materials, and documents specified herein available on-site for physical inspection, count, and/or review by representatives of the Naval Petroleum Office (primary), the COR from the contracted activity (secondary), and the Defense Energy Support Center (tertiary). The expense of making all such property available shall be borne by the Contractor. A vehicle identification worksheet, Appendix J, shall be completed for each vehicle presented for inspection. Copies of the worksheets and all required attachments shall be provided to the contracting activity and the post-award inspection team leader on the first day of the equipment inspection.

CR-3.2.1.3 Function and Testing: An incumbent shall be capable of emptying; gas freeing, and disassembling selected equipment/components on request. Unless directed otherwise, a first time Contractor shall have all fuel delivery vehicles gas-freed for the initial inspection and shall be capable of disassembling such equipment or components thereof as requested. All equipment presented for inspection shall be capable of performing the functions specified, i.e., flow rate, deadman control, emergency stop, and overfill protection in the defuel mode for example. All systems shall be capable of being fully tested during the equipment inspection.

CR-3.2.1.4 Unacceptable Property: Property deemed unacceptable by the Government shall be repaired, modified as required to meet specifications, or replaced at the Contractor's expense prior to commencement of the contract or on a date mutually agreed to and documented by the COR, NAVPETOFF and DESC within the post award inspection report. Failure by the Contractor to make remedy by the established dates shall result in a formal cure notice. Failure to meet dates established by the cure notice shall constitute grounds for termination/default.

CR-3.2.4 Disposition of Property

CR-3.2.4.1 General: Contractor furnished property identified herein shall be used solely in the performance of this contract and the work defined in Section CR-2.0, Specific Tasks. Vehicles and property ordered removed prior to the completion of the contract, removed because it is not capable of performing its designated function, or has becomes of safety/fire hazards, shall be removed from the work site and replaced if applicable at the Contractor's expense. Whatever the case, the lack of serviceable vehicles shall not excuse the Contractor from performing the tasks defined in Section CR-2.0, Specific Tasks.

CR-3.2.4.2 Property Storage: The Contractor shall not store equipment in excess of the contract requirements on Government property. Equipment deemed to be unacceptable, excess to contract requirements, or that property in place at termination of the contract, shall be removed from Government property within 30 days. Thereafter, the Contractor shall be charged the prevailing commercial storage rate for each piece of equipment kept on Government property.

CR-3.3 Other Contractor Provided Equipment and Supplies

CR-3.3.1 General: The Contractor shall provide the following equipment, supplies, materials, and services. In doing so, the Contractor shall adhere to all Federal, state, and local laws, rules, code, and regulations applicable to the products and services and the purchase, transport, use, storage, and disposition of hazardous materials that may be required to fulfill the conditions of this contract.

CR-3.3.1.1 Radios: The Government will provide all communications equipment.

CR-3.3.1.2 Telephone Services: The Contractor shall provide all commercial telephone services (voice, facsimile, or data,) and equipment required and necessary to conduct commercial or company business. See Appendix, B, Government Furnished Equipment, Supplies, and Services, regarding Government-furnished telephones services.

CR-3.3.1.3 First-Aid Supplies and Equipment: The Contractor shall provide a two-person first aid kit for each manned work center, i.e., refueling, storage, direct fuel servicing, etc. Collocated work centers, bulk storage and the laboratory for instance, will be required to have only a single first aid kit.

CR-3.3.1.4 Administrative Supplies and Equipment: With the exception of Government furnished forms and equipment specified in Appendix, B, Government Furnished Equipment, Supplies, and Services, the Contractor shall provide all administrative supplies (pen/pencil/paper products) and equipment (computer/fax/copy machines) necessary and required to undertake the administrative and records keeping functions relevant to the contract. The Contractor shall not be given access to or use Government office equipment, i.e., computers and copy machines, not specifically provided for under the terms of this contract. See Appendix, B, Government Furnished Equipment, Supplies, and Services, regarding Government-furnished equipment that may be provided; however, note the provisions of Section CR-2.17.2, Disposition of Government Property.

CR-3.3.1.5 Janitorial/Housekeeping Supplies, Equipment, and Services: The Contractor shall provide all janitorial and housekeeping equipment and supplies, to include small trash/waste baskets, self-closing waste containers, and basic personal cleanliness items and restroom supplies, necessary and required to maintain the cleanliness and sanitation of buildings and facilities as may be occupied and used by contract personnel and Government staff. Janitorial services may be sub-contracted.

CR-3.3.1.6 Tools: The Contractor shall ensure that all hand/power tools, test/measurement/calibration devices, and powered/non-powered equipment required and necessary to inspect, test, calibrate, maintain, and repair Contractor furnished vehicles and components thereof are available as needed. Tools required to maintain Government facilities and equipment to the extent required and outlined herein shall be made available as needed.

CR-3.3.1.7 Spares for Contractor Furnished Equipment: The Contractor shall provide all spares, replacement parts, components, and repair services required and necessary to maintain and repair all Contractor furnished vehicles, structures, equipment, tools, and other items as may be provided by the Contractor. In support of that objective, the following spares commonly installed on Contractor furnished fuel-servicing equipment shall be stocked (kept physically on hand) for the duration of the contract. The required stocks shall be on hand and validated during the equipment inspection outlined in Section CR-3.3.1.2, Equipment Inspections, and inspected as deemed necessary by the COR over the course of the contract.

- ✓ At least one (1) complete set of each type of filter separator elements used
- ✓ At least one (1) complete set of each type of monitor elements (fuses) used
- ✓ At least one (1) complete set of coalescer elements used
- ✓ At least one (1) underwing hose assembly, a 2" X 60' hose for example
- ✓ At least one (1) overwing hose assembly, a 1½" X 60' hose for example
- ✓ At least two (2) quick disconnect coupler
- ✓ At least one (1) hose end pressure regulator (maximum 55 PSI)
- ✓ At least two (2) underwing nozzle

CR-3.3.1.8 Spares for Government Furnished Equipment/Facilities: The Contractor shall purchase and provide spares, replacement parts, and small system components that are readily removable and replaceable using common hand tools. Such items may include, but are not necessarily limited to:

- ✓ Suction and discharge hoses of all lengths, up to and including those 4 inches in outside diameter, as well as the couplers, swedge fittings, bands, clips, brackets, and sealants necessary to mount and secure them
- ✓ Quick disconnect and dry break couplers of all type
- ✓ Hose end pressure regulators (direct refueling systems)
- ✓ Emergency dry breakaway couplers (direct refueling systems)
- ✓ Nozzles and nozzle strainers of all type as well as attached ground wires, clips, and plugs and dust caps
- ✓ System strainers (the screen portion/component) of all type
- ✓ Gauges, pressure, vacuum, and differential, of all type (excluding cryogenic gauges)
- ✓ Small manual valves, less than 1.5", of all type
- ✓ All small screw on and canister type filters as may used on services station pumps
- ✓ Other small, commonly used parts and materials such as but not limited to U bolts, clamps and fasteners of all type, pipe-end couplers and adaptors, dust caps and plugs, gaskets and gasket material, O rings, sample connectors, and flow indicators less than 1.5"
- ✓ Replacement supplies for spill containment and clean up kits
- ✓ Filter, monitor, and coalescer elements commonly installed within the systems applicable to the contracted activity

Note

Replacement filters and monitors for fixed facilities, i.e. fillstands, receiving stations, direct refueling system, and other fixed filter points are funded by DESC.

CR-3.3.1.8.1 Specification/Standards: All parts, items, and materials furnished shall meet or exceed DOD specification/standards or commercial item standards.

CR-3.3.1.8.2 In-place Assets: Items listed in Appendix, A, Government Furnished Facilities, and Appendix, B, Government Furnished Equipment, Supplies, and Services, represent in-place assets at the start of the contract. During the system inspection outlined in Section CR-1.5, Contract Turnover, the condition of all equipment, facilities, and components thereof, to include the items specifically outlined in Section CR-3.4.1.8 shall be assessed and documented to determine the level of facility/system readiness and the responsibility on the part of the Contractor for the initial replacement/repair of the specified items above. Thereafter, the Contractor shall be responsible for the repair or replacement of all listed and specified items over the course of the contract.

CR-3.3.1.9 Consumables, Maintenance: With reference to equipment and facilities operated and maintained by the Contractor, all consumable supplies and materials, i.e., ground wire, clips, and plugs, lubricants, solvents, sealants and sealant tape, primer, paints and brushes, bulk packaged nuts, bolts, washers, and screws, clamps of all type, bulk control hose and common tubing of all type, and other items commonly used to clean, coat, preserve, lubricate, mark, seal, and secure equipment and components shall be furnished by the Contractor.

Note

With regard to materials, chemicals, and compounds that may be provided and used by the Contractor, the appropriate Materiel Safety Data Sheet (MSDS) shall be provided by the Contractor and readily available to those that may be required to use or may be exposed to all such materials.

CR-3.3.1.10 Consumables, Laboratory: Except for the laboratory equipment listed in Appendix, B, Government Furnished Equipment, Supplies, and Services, the Contractor shall provide all consumable laboratory supplies. Items such as test filters (a 15 day supply), water detector standards (one (1) spare) and pads (a 15 day supply), Mason jars, sample bottles, solvents and dispensers, common glassware, hydrometers, laboratory cleaning compounds, and other commonly used supplies required and necessary to operate, maintain, and administer a fuel laboratory shall be furnished by the Contractor. Government provided consumables on hand at contract turnover, Section CR-1.5, will be inventoried and equivalent inventory of materials provided by the Contractor at termination of the contract.

CR-3.3.1.11 Grounds Maintenance Equipment and Supplies: The Contractor shall furnish all powered and non-powered equipment, i.e., movers, brush-hogs, edgers, and trimmers, and supplies such as rakes, shovels, wheel-boroughs, disposal bags, and other materials as may be required and necessary to maintain all grounds, fence lines, and clear zones identified herein.

CR-3.3.1.12 Show Removal Equipment and Supplies: The Contractor shall furnish all powered equipment, shovels, scrappers, salt compounds, and chemicals required and necessary to maintaining a clear path to, in and around facilities that must be inspected and operated, to and around parked fuel servicing equipment, and to, on, and around all sidewalk and general building entrances used by the Contractor. As mutually agreed to by the Government and Contractor, snow and ice removed from designated areas will be accumulated/stored at or near _____ for melting or removal by the Government.

CR-3.3.1.13 Materiel Safety Data Sheets (MSDS): The Contractor shall provide the appropriate MSDS for those chemicals, compounds and materials furnished by the Contractor and necessary to accomplish the tasks identified under this contract. See Appendix, B, Government Furnished Equipment, Supplies, and Services, regarding Government-furnished materials.

CR-3.4 Uniforms and Protective Equipment

CR-3.4.1 General: Contract personnel shall wear the appropriate uniforms and safety equipment required for self-protection.

CR-3.4.1.1 Uniforms: All contract personnel, including site managers, shall wear a distinctive company uniform in performance of their duties. Pursuant to US Department of Labor wage determinations, the Contractor shall provide seasonal uniforms consisting of a shirt and pants or coveralls, a matching seasonal jacket/coat, and a matching baseball type cap (not to be worn on the flightline). Except for distinctive management dress shirts, all contract personnel shall be provided and wear the same type, style, or design uniform. All shirts, coveralls, jackets, coats, and caps shall be emblazoned with a readily identifiable company name or logo. All shirts, coveralls, jackets, and coats shall also have the employee's nametag affixed. Laundry services or compensation for such services shall also be provided as stipulated by the applicable wage agreement/determination. Uniforms material blends equivalent to the Navy work dungarees (65/35 polyester/cotton) or the Marine Corps fatigue uniform (50/50 polyester/cotton), are acceptable. Static producing synthetic materials such as 100 percent nylon, polyester, Dacron, rayon, banlon, and silks, shall not be provided as a uniform or worn as an under or outer garment.

CR-3.4.1.2 Safety Equipment: Contract personnel shall wear Personal Protective Equipment (PPE), cranial helmets, safety shoes, and gloves for example, applicable to the task/duty being performed and as mandated by US Navy, station, and unit instructions and regulations.

CR-3.4.1.2.1 Contractor Furnished Equipment: The Contractor shall provide its employees with safety equipment such as sound suppression devices and safety goggles. If applicable, other equipment such as fire retardant overalls, safety harnesses and ropes, test equipment for the monitoring of oxygen deficient or explosive atmospheres in confined spaces, and breathing apparatus, shall also be furnished by the Contractor.

CR-3.4.1.2.2 Government Furnished Equipment: Special safety equipment used in the performance of direct refueling operations, i.e., cranial protective helmets and signal wands, will, to the extent required to equip contract pit operator, aircraft servicer, fire watch, and plane captain crews, be provided by the Government.

CR-3.4.1.2.3 Personal Clothing/Equipment: The Contractor shall ensure that employees adhere to all foot, hand, and eye protection programs and that each employee provides and uses personal clothing and safety equipment such as safety shoes, prescription safety glasses, and gloves.

CR-4.0 LOGISTICS SUPPORT, COST REIMBURSABLE

CR-4.1 Cost Reimbursement

CR-4.1.1 General. As outlined above, the Contractor shall provide all services, equipment, supplies, and materials not specified as Government provided elsewhere within this contract or as directed by the COR. However, the Government reserves the right to accomplish any and all maintenance beyond that of preventive and operator maintenance using government assets, labor, or other contracts. Furthermore, the Government reserves the right to purchase any equipment items, supplies, or materials described herein when the Contracting Officer determines it is in the best interest of the Government. That right includes that of tasking the fuel management Contractor. Given a task, the Contractor will be reimbursed as follows:

CR-4.1.2 Reimbursement for Allowable, Allocable, and Reasonable Cost

CR-4.1.2.1 Goods and Services: Reimbursement under Section CR-4.2, Services, Requiring a Task Order, shall be for the prime Contractor's allowable, allocable, and reasonable direct cost of any subcontracts for furnishing such equipment, supplies, and services as specified.

CR-4.1.2.2 Labor: Reimbursement under Section CR-4.3, Augmentation, shall be for allowable, allocable, and reasonable directed labor costs plus fringe benefits and payroll taxes of the prime Contractor's regular employees. Allowable, allocable, and reasonable cost will be reimbursed pursuant to applicable FAR clauses.

CR-4.1.2.3 Non-Reimbursable Costs: The Contractor shall not be reimbursed under either section for the cost of labor associated with the use of its employees during normal work hours in the performance of any task listed herein. Nor will the Contractor be reimbursed for equipment costs using Government or Contractor-furnished equipment in the performance of any task listed herein.

CR-4.1.3 Allocation of Costs: The Contractor shall ensure that the costs for preventive and operator maintenance are included in the appropriate CLIN on a firm-fixed price basis. The Contractor shall ensure that any associated indirect/overhead cost, if any, related to the performance of tasks under Sections CR-4.2, Services Requiring a Task Order and CR-4.3, Augmentation (except as otherwise specified hereinafter) are also included in the appropriate CLIN on a firm fixed price basis. Those associated costs shall include, but may not necessarily be limited to, the costs of office supplies, salary for a purchasing agent considered necessary by the Contractor, and other indirect/overhead costs considered a part of operating the fuel system. Any reference to reimbursement for indirect/overhead costs is not applicable to the reimbursement of costs of the prime Contractor under this contract. In addition, Sections CR-4.2, Services Requiring a Task Order and CR-4.3, Augmentation shall be non-fee bearing. Therefore, references to reimbursement for fixed fee are not applicable to the reimbursement of costs of the prime Contractor under this contract. The Contractor shall provide the following:

CR-4.2 Services Requiring a Task Order

CR-4.2.1 Contractor Purchasing System

CR-4.2.1.1 General: The Contractor shall establish and maintain a purchasing system acceptable to the Government and shall comply with the following minimum requirements.

CR-4.2.1.1.1 Standard Operating Procedure: The Contractor shall prepare a Standard Operating Procedure (SOP) regarding the Contractor's purchasing policies and procedures. The SOP shall include, but will not necessarily be limited to, policy and procedure regarding emergency purchases, subcontracting, termination of contracts, source selection, contract administration, and the maintenance of purchasing records and files. The Contractor shall submit a draft of the SOP to the DESC Contracting Officer, DESC-FPB, to arrive no later than 45 days prior to the contract start date. On review and acceptance, a copy shall be provided to the COR. Thereafter, the Contractor shall adhere to established procedures for the duration of the contract.

CR-4.2.1.1.2 Qualified Companies: The Contractor shall purchase materials and services only from those companies qualified and normally engaged in the type of repair activities required or those that provide or manufacture the materials needed.

CR-4.2.1.1.3 Quotes: Except for purchases of $2,500 or less, a minimum of three quotes (verbal or written) shall be obtained. The award shall be to the lowest, responsible, responsive bidder. Regardless of dollar value or urgency, the Contractor shall withhold award until it has determined that the price is fair and reasonable. Documentation regarding this determination shall be included in the task order file.

CR-4.2.1.1.4 Price: The Contractor shall procure supplies, materials, and services at the most advantageous prices with due regard for prompt delivery, credits, and other benefits as may be available. The Contractor shall take all actions necessary to obtain applicable tax exemptions, price reductions, discounts, and refunds. Reimbursement to the Contractor will be for net cost or price less discounts, rebates, allowances, credits, tax exemptions, reductions, refunds and other benefits, any or all of which shall be fully documented.

CR-4.2.2 Maintenance and Repair by Task Order

CR-4.2.2.1 Requirement to Perform: The Contractor may be directed by the COR to provide for, or may report to the Government the need for, maintenance and repair services beyond the scope of preventive and operator maintenance outlined herein. On notification of a requirement to perform a specific maintenance task or reporting such a requirement to the Government and being directed to perform, the Contractor shall:

CR-4.2.2.1.1 Writing Description: Provide a complete written description of the deficiency or the nature of the wear, breakage, or damage to the system needing repairs. This document should include a detailed description of the system requiring maintenance or repair, the specific components needing repair, replacement, or adjustment, and a preliminary list of parts and materials required.

CR-4.2.2.3 Determination: Determine whether the work will be accomplished in house (by the Contractor) or be subcontracted.

CR-4.2.2.3.1 In House Work: If the work is to be accomplished in house, provide a complete list of parts, components, materials, and equipment not provided under the contract, the source of supply, and an itemized cost breakdown to include labor, if applicable or allowed. Also, establish a performance period or get well date.

CR-4.2.2.3.2 Out Sourced Work: If the work is to be accomplished by subcontract, provide the cost estimates as outline above. As with an in house estimate, all subcontractor estimates shall include a complete list of parts, components, materials, equipment, and labor, and an itemized cost breakdown thereof. Any subcontract shall also establish the performance period or get well date.

CR-4.2.2.4 Funding/Order to Perform: The Government will determine the availability of and provide funding. Given the approval to proceed, the Government will provide a written task order. The Contractor shall take no action to perform maintenance or repairs outside the scope of the contract until such time a written task order has been provided by the COR.

CR-4.3 Augmentation

CR-4.3.1 General. Augmentation is defined as compensation for any unscheduled work that falls outside the normal operating hours outlined in Table 1, Hours of Operation, and for which service personnel must be retained beyond normal duty hours or called to duty to supplement the assigned workforce. Actions directed by the Government or taken by the Contractor that do not result in additional labor (added personnel) or extended hours of operation will not be considered augmentation hours. For example, increased sampling within established duty hours or the continued manning of bulk storage during normal duty hours to observe and assist a third party maintenance contractor is not be considered augmentation.

CR-4.3.2 Augmentation Authority: The Commanding Officer, NS Norfolk, will specify the person(s), position, or office authorized to approve augmentation and the means by which the approval will be documented. Except as provided herein, all augmentation shall be approved prior to retaining employees or calling additional personnel to work. Copies of the augmentation approval form/log, the dispatch log validating the circumstances for augmentation, and the individual(s) time card that shows the hours worked, shall support all invoices for augmentation. Unless specifically tasked by the Government and approved by the appropriate authority, extended hours for personnel such as mechanics, accountants, and administrative personnel do not qualify as augmentation. Failure to relieve personnel at the end of a normal shift for which there are available oncoming personnel or because scheduled personnel fail to show shall not be considered augmentation time. Furthermore, the recall or retention of personnel with specially licenses, i.e., a CDL holder, to undertake an infrequent but contracted function, shall not constitute augmentation.

CR-4.3.3 Conditions: Augmentation will be granted only under the following conditions. Each paragraph is coded (A) to indicate automatic approval within the parameters defined or (P) to indicate pre-approval is required.

CR-4.3.3.1 No Oncoming Relief (A): For any aircraft fuel servicing operation in progress, e.g., the nozzle is connected and fuel is flowing, at the end of normal operating hours for which there is no oncoming/relief shift. Subsequent servicing requests, any beyond that in progress, shall be approved as outlined in Section CR-4.3.2, Augmentation Authority.

CR-4.3.3.2 Continuous Receipt (P): For continuous receipt operations, a continuous pipeline receipt for instance, that will extend beyond the operating hours defined in Table 1, Hours of Operation, Bulk Fuel Storage.

CR-4.3.3.3 Mutual Agreement (P): As mutually agreed to by the Contractor and the approving authority to provide services during unscheduled weekend operations such as make-up flight schedules. The specific hours of planned augmentation and manning levels shall be documented as noted above.

CR-4.3.3.4 Emergency (P): Work authorized by the designated local authority to undertake emergency fuel servicing operations; a downed aircraft recovery operation for example. The circumstances shall be fully documented.

CR-4.3.3.5 Time Worked: Unless locally established policy or union agreement dictate otherwise, compensation shall be paid for the actual hours worked plus reasonable travel time for individuals that may be called to return to duty.

Appendix A Government Furnished Facilities

The following is a list of Government facilities and components thereof that will be put under the care and control of the Contractor. It includes items that must be monitored, inspected, and requires preventive maintenance as specified throughout this PWS. Small components such as valves and flow indicators of less than 1.5 inches for which there is no specific PM schedule are not listed. This and the component/PM summary page that follow are approximations that shall be validated and updated as outline in Section CR-2.17, Property Inventory and Accountability.

Facility	Item/Component Description (1)	Qty
	NS Norfolk	
LP-17	Out of service pumphouse. Restrooms used by the Contractor, maintained by janitorial service.	
LP-18	Electrical Vault (No contractor responsibility)	1
LP-19	Storage Building, 10' X 12'	120 SF
LP-37	COR/QA Office Space for which the Contractor has no responsibility.	
LP-44	Contractor Administrative Office and Fuel Laboratory Space, 32' X 40'	1280 SF
	Fuel Laboratory, 8' X 32'	256 SF
	Tank, Waste Oil, 250 Gallon, Vaulted	1
	Contract Management/Accounting Office, 18' X 32'	576 SF
	Storage Room, 8' X 12'	96 SF
	Restroom, 6' X 8'	48 SF
	Restroom, 6' X 8'	48 SF
LP-38	Tank, JP5, 300,000 Gallon Aboveground, Welded Steel, Cone Roof	1
	Issue System	
	Valve, DB&B with 20-200 PSI Pressure Relief, 8"	1
	Valve, Thermal/Pressure Relief, 100 PSI	1
	Valve, Ball, 2"	1
	Stripping System	
	Valve, DB&B with 20-200 PSI Pressure Relief, 2"	1
	Valve, Ball, 2"	2
	Quick Disconnect Coupler Half with Dust Cap, 2"	1
	Receipt System	
	Valve, DB&B with 20-200 PSI Pressure Relief, 6"	1
	Motor Actuator, EMI	1
	Valve, One Way Check, 6"	1
	Valve, Thermal/Pressure Relief, 100 PSI	1
	Valve, Ball, 2"	1
	Direct Digital Gauge	1
	Gauge, Tank Temperature, Palmer 50-250° F	1
	Valve, Berm Drain	1
	AFFF System, Header, Piping, and Tank Nozzle	1
39	Tank, JP5, 236,705 Gallon Cut-and-Cover, Lined Concrete	1
	Identical to LP-40 minus the 6" DB&B valve in the pump pit.	

Facility	Item/Component Description (1)	Qty
LP-40	Tank, JP5, 236,152 Gallon Cut-and-Cover, Lined Concrete	1
	Pump Pit	1
	Pump, Deep Well Turbine, 500 GPM	1
	Pump Motor, 25 HP	1
	Pump, Deep Well Turbine, 25 GPM	1
	Pump Motor, 5 HP	1
	Valve, DB&B, 6”	1
	Valve, One Way Check, 6”	1
	Valve, DB&B, 3”	1
	Valve, One Way Check, 3”	1
	Flow Indicator, 3”	1
	Receipt Pit	1
	Valve, DB&B, 6”	1
	Vent Pit	1
	Vent system with flame arrester.	1
	Stripping Pit	1
	Valve, DB&B, 2”	2
	Adapter Half with Dust Cap	2
LP-41	Tank, JP5, 550,440-Gallon Cut-and-Cover, Lined Concrete. Except for capacity, identical to LP-40.	1
LP-42	Tank, JP5, 546,614-Gallon Cut-and-Cover, Line Concrete. Except for capacity, identical to LP-40.	1
LP-43	Fillstand, JP5 (Supplied by LP-38)	1
	Pump, 600 GPM	1
	Pump Motor, 40 HP	1
	Pump, () GPM	1
	Pump Motor, 40 HP	1
	Filter Separator, 600 GPM	1
	Valve, Pressure/Thermal Relief, 275 PSI	1
	Air Eliminator	1
	Gauge, Differential Pressure, 0-30 PSI	1
	Gauge, Pressure, 0-300 PSI	1
	Monitor, 600 GPM	1
	Valve, Pressure/Thermal Relief, 275 PSI	1
	Air Eliminator	1
	Gauge, Differential Pressure, 0-30 PSI	1
	Gauge, Pressure, 0-300 PSI	1
	Relaxation Chamber, 600 GPM	1
	Valve, Pressure/Thermal Relief, 275 PSI	1
	Air Eliminator	1

Facility	Item/Component Description [1]	Qty
LP-43	Fillstand, JP5, continued	
	Meter, 600 GPM	1
	Temperature Compensator	1
	Meter Register	1
	Valve, Flow Control with Pilot/Pressure Relief, 4”	2
	Valve, Flow Control with Pilot/Pressure Relief, 6”	3
	Valve, DB&B, 4” with pressure relief, 20-200 PSI	2
	Valve, DB&B, 6” with pressure relief, 20-200 PSI	1
	Valve, DB&B, 8” with pressure relief, 20-200 PSI	1
	Valve, Ball, 2”	2
	Valve, Ball, 4”	1
	Valve, Ball, 6”	4
	Valve, Pressure/Thermal Relief, 100 PSI	1
	Strainer, Line, 6”	1
	Gauge, Pressure, 0-200 PSI	5
	Gauge, Pressure, 0-100 PSI	2
	Hose Assemble, 3” X 10’	1
	Quick Disconnect Coupler	1
	Nozzle, Single Point	1
	Overfill Protection, Scully	1
	Ground System, Scully Ground Hog	1
LP-144	Tank, Waste Oil, 250 Gallon, Vaulted	1
LP-43-1 & 2	Convaults, the property of the Aero Club but within the fuel management compound, are visually inspected but not maintained by or the responsibility of the Contractor.	2
LP-45	Fillstand, JP5 (Supplied by tanks LP-39-42)	1
	Filter, 600 GPM	1
	Valve, Pressure/Thermal Relief, 275 PSI	1
	Air Eliminator	1
	Gauge, Differential Pressure, 0-30 PSI	1
	Gauge, Pressure, 0-300 PSI	1
	Monitor, 600 GPM	1
	Valve, Pressure/Thermal Relief, 275 PSI	1
	Air Eliminator	1
	Gauge, Differential Pressure, 0-30 PSI	1
	Gauge, Pressure, 0-300 PSI	1
	Relaxation Chamber, 600 GPM	1
	Valve, Pressure/Thermal Relief, 275 PSI	1
	Air Eliminator	1
	Meter, Liquid Control, 600 GPM	1
	Temperature Compensator, Liquid Control	1
	Meter Register, Veeder-Root	1

Facility	Item/Component Description [1]	Qty
LP-45	Fillstand, JP5 continued	
	Valve, Flow Control with Pilot/Pressure Relief, 4”	1
	Valve, Flow Control with Pilot/Pressure Relief, 6”	1
	Valve, DB&B, 4” with pressure relief, 20-200 PSI	2
	Valve, DB&B, 6” with pressure relief, 20-200 PSI	2
	Valve, Pressure/Thermal Relief, 100 PSI	1
	Strainer, 6”	1
	Surge Suppressor	1
	Gauge, Pressure, 0-300 PSI	2
	Gauge, Differential Pressure, 0-30	1
	Hose Assemble, 3” X 10’	1
	Quick Disconnect Coupler	1
	Nozzle, Single Point	1
	Overfill Protection, Scully	1
	Ground System, Scully Ground Hog	1
LP-47	Fillstand, JP5 (Feed by tanks LP-39-42) is identical to LP-45 above.	1
LP-19A	Tank, Waste Oil, Convault	1
	JP5 Receipt Header (From Craney Island)	
	Valve, DB&B, General Twin Seal 8” with pressure relief, Clayton Valve 20-200 PSI	1
	Gauge, Pressure, Duragauge 0-200 PSI	1
	JP5 Receipt System	1
	Pump, Horizontal Centrifugal, 1200-1450 GPM	1
	Pump Motor, 75 HP	1
	Flow Switch, Magnatrol	1
	Filter Separator 1500 GPM	2
	Valve, Pressure/Thermal Relief, 275 PSI	2
	Air Eliminator	2
	Gauge, Differential Pressure, 0-30 PSI	2
	Gauge, Pressure, 0-300 PSI	
	Valve, Flow Control Valve, 2”	2
	Valve, Ball, 2’	4
	Filter Separator, 1200 GPM	1
	Valve, Pressure/Thermal Relief, 20-200 PSI	1
	Air Eliminator	1
	Gauge, Differential Pressure, 0-30 PSI	1
	Gauge, Pressure, 0-300 PSI	1
	Meter	1
	Temperature Compensator	1
	Meter Register	1

Facility	Item/Component Description [1]	Qty
	JP5 Receipt Header continued	
	Valve, Flow Control with Pilot/Pressure Relief, 8”	2
	Valve, DB&B, General Twin Seal 8” with pressure relief, 20-200 PSI	10
	Valve, DB&B, General Twin Seal 6” with pressure relief, 20-200 PSI	22
	Valve, Ball, 8”	1
	Strainer, 8”	1
	Low Point Drains	2
	Valve, DB&B, 8” with pressure relief, 20-200 PSI	2
	Quick Disconnect Coupler Half with Dust Cap, 2”	2
	Gauge, Pressure, 0-200 PSI	1
	Gauge, Pressure, 0-300 PSI	2
	Gauge, Differential Pressure, 0-30 used in thermal relief system.	1
LP-142	Tank, Waste Oil, Convault, 250 Gallon	1
	ATG, ITT Barton	2
	Pipeline, 6 and 8 inch	12,954 LF
	Valve, DB&B, 8” with pressure relief, 20-200 PSI	8
	Adapter Half with Dust Cap, 2”	8
LP-61	Maintenance Building, 25’ X 40’	1000 SF
	Service Station Pump	1
	Tank, Waste Oil, Convault 250 Gallon	1
LP-65	Garage/Maintenance Building, 25’ X 40’	1000 SF
LP-65A	Dispatch Building, 12’ X 16’	192 SF
	NAB Little Creek, West Annex and Pier 19	
1545	Shop/Operators Ready Room, 25’ X 40’	1000 SF
	Head, 6’ X 6’	36 SF
	Shower/Eye Wash	1
1551	Tank, F76, 600,000 Gallon Cut-and-Cover	1
	Valve, Gate, Rising Stem (Tank Outlet), 12”	1
	Valve, Gate, Rising Stem (Tank Inlet), 8”	1

Facility	Item/Component Description [1]	Qty
1552	Pumphouse	
	Pump, Centrifugal	3
	Pump (Pierless) Motor, 30 HP	3
	Valve, Gate, 8”	1
	Valve, DBB, 8”	1
	Valve, DBB, 6”	1
	Pump, Vacuum	1
	Pump Motor, 2 HP	1
	Valve, Gate, 3”	4
	Valve, Gate, 4”	5
	Valve, Thermal Relief	5
	Gauge, Pressure	4
	Pump, Centrifugal	1
	Pump Motor, 20 HP	1
	Pipeline, 1552 to Pier 19, 8”.	5000 LF
	Pier 19 (Barge receipt/issue and PC servicing pier.)	
	Valve, DB&B, 4” (Issue)	6
	Valve, DB&B, 6” (Receipt)	2
1554	Storage, 10’ X 10’	100 SF
283	YON, Government owned Contractor operated and maintained.	1
295	YON, Government owned Contractor operated and maintained.	1
	Desert Cove Receipt, Storage, and Servicing Area	
	Pier 35 (JP-5 Receipt)	1
	Valve, DB&B, 8’’	1
	Pipeline, Steel	2000 LF
	Valve, Ball 3” Low Point Drain	2
	Valve, Ball, 1.5” Low Point Drain	2
3845	Tank, JP-5, 250,000 Gallon Welded Steel Cone Roof,	1
	Valve, DB&B with Motor Driven, 8”	1
	Valve, DB&B, 12”	1
3846	Tank, JP-5, 250,000 Gallon Welded Steel Cone Roof. Identical to tank 3845 above.	1
3825	Tank, JP-5, 75,000 Gallon Welded Steel Cone Roof,	1
	Valve, DB&B with Motor Driven, 6”	1
	Valve, DB&B, 12”	1

Facility	Item/Component Description [1]	Qty
3826	Pumphouse, LCAC Servicing, 25’ X 30’	750 SF
	Control Room 5’ X 25	125 SF
	Programmable Logic Control System	1
	Pump Room, 25’ X 25’	625 SF
	Pump, 600 GPM	1
	Pump Motor, 24 HP	1
	Valve, Butterfly, 8”	6
	Valve, Butterfly, 6”	3
	Valve, Thermal/Pressure Relief	3
	Gauge, Pressure	9
	Strainer, Basket, 8”	3
	Valve, Flow Control	3
	Transformer, Cathodic Protection	1
	Exterior Facilities	
	Filter Separator, 600 GPM	1
	Differential Pressure Gauge, 0-30 PSI	1
	Pressure Gauge	1
	Valve, Ball, 8”	4
	Valve, Gate, Rising Stem 12”	1
	Valve, Gate, Rising Stem 8”	2
	Valve, DB&B, 8”	1
	Valve, DB&B, 6”	1
	Valve, Butterfly, 8”	1
	Valve, Ball, 2” Low Point	2
	Line Strainer, 8”	1
	Gauge, Pressure	2
	Valve, Pressure Relief	2
3826A	Receipt Header, JP-5	
	Valve, Rising Stem Gate, 6”	2
	Valve, Butterfly, 6”	2
	Line Strainer, 6”	2
3826B	Fillstand, JP-5	
	Valve, Rising Stem Gate, 4”	2
	Surge Suppressor	2
	Meter	2
	Gauge, Pressure	2
	Deadman Control	2

Facility	Item/Component Description [1]	Qty
3843	Direct Refueling Systems (Cabinets) Operated by the Contractor, Maintained by ACU4	2
3836	Tank, MMR, 10,000 Gallon Vaulted	1
3837	Tank, LS2, 10,000 Gallon Vaulted	1
	Service Station	
	Automated Service Station System, Fuel Master	1
	Pump, Service Station Type, 6-10 GPM, RFG	4
	Pump, Service Station Type, 6-10 GPM, DL-2	2
3860	Fuel Office and RFG/F76 Pumphouse, 15’ X 70’	
	Fuel Office, 10’ X 15’	150 SF
	Head, 5’ X 8’	40 SF
	Break/Tool Room, 5’ X 10’	50 SF
	Break Room, 6’ X 6’	36 SF
	F76 Pumphouse, 15’ X 25	375 SF
	Pump, Centrifugal	3
	Pump Motor, 25 HP	3
	Valve, Raising Stem Gate, 4”	6
	Valve, Plug, 4”	1
	Gauge, Pressure	1
	Fuel Servicing Pit (Two outlets per pit) F-76	4
	Globe Valve, 2”	8
	Line Strainer	8
	Meter, Non-Compensated	8
	Hose, 1.5” X 60’ and 1.5” Overwing Nozzle Assembly	8
	RFG Reformulated Gasoline Pump room, 15” X 25”	375 SF
	Pump, Centrifugal	1
	Pump Motor, 15 HP	1
	Pump Centrifugal	1
	Pump Motor, 25 HP	1
	Pump, Viking	1
	Pump Motor, 5 HP	1
	Valve, Rising Stem Gate, 4”	4
	Valve, Rising Stem Gate, 3”	3
	Valve, Gate, 3”	2
	Gauge, Pressure	4
	Fuel Servicing Pit Two outlets, one pit, (RFG)	1
	Globe Valve, 2”	2
	Line Strainer	2
	Meter, Non-Compensated	2
	Hose, 1.5” X 60’ and 1.5” Overwing Nozzle Assembly	1

Facility	Item/Component Description (1)	Qty
3860	External Facilities, RFG	
	Filter Separator, (Not used)	1
	Valve, Rising Stem Gate, 6”	1
	Valve, Rising Stem Gate, 4”	4
	Valve, Rising Stem Gate, 3”	3
	External Facilities, MMR (system is no longer in use)	
	Valve, Rising Stem Gate, 4”	4
	Valve, Rising Stem Gate, 3”	8
	External Facilities, F-76	
	Filter Separator (Not used)	1
	Valve, Rising Stem Gate,, 6”	6
	Valve, Gate, 6”	1
	Valve, Rising Stem Gate, 4”	4
	Valve, Rising Stem Gate, 3”	2
	Valve, Butterfly, 6’	1
3861	Fillstand, Ground Products	
	LS2 Components	
	Meter, Non-Compensated with Air Eliminator	1
	Pump, Centrifugal with Reduction Gear	1
	Pump Motor, 7.5 HP	1
	Valve, Butterfly, 3”	3
	Strainer, 3”	1
	Hose, 3” X 10’ with D1 Nozzle	2
	Ground Reel, Wire, and Clip	1
	F76 Components	
	Meter, Non-Compensated with Air Eliminator	1
	Valve, Rising Stem Gate, 3”	1
	Valve, Lubricated Plug, 2.5”	1
	Strainer, “Y”, 3”	1
	Surge Suppressor	1
	Gauge, Pressure	1
	Hose, 1.5” X 25’ with Overwing Nozzle, Extension, and Splash Deflector	1
	Hose, 3” X 10’	1
	Coupler, Quick Disconnect	1
	Nozzle, Single Point	1
	MMR Components	
	Meter, Non-Compensated with Air Eliminator	1
	Pump, Centrifugal with Reduction Gear	
	Pump Motor, 7.5 HP	
	Pump, Centrifugal	
	Pump Motor, 5 HP	

Facility	Item/Component Description (1)	Qty
	Valve, Butterfly, 3”	5
	Hose Assembly, 3” X 10’	1
	Nozzle, Single Point	1
	Ground Reel, Wire, and Clip	1
	Vapor Recovery Coupler	1
3863	Tank, Fixed Roof, 50,000 Gallon, F-76	1
	Valve, Rising Stem Gate, 6”	2
	Valve, Butterfly, 6”	2
3864	Tank, Fixed Roof, 50,000 Gallon, F-76	1
	Valve, Rising Stem Gate, 6”	2
	Valve, Butterfly, 6”	2
3838	Tank, Vaulted, 10,000 Gallon, MRR	1
3839	Tank, Vaulted, 10,000 Gallon, LS2	1

(1). Provide a complete and accurate description, i.e., item, manufacture, model number, size, rating, and other descriptive information, of the system components. Indented lines indicate the item or component is a sub-assembly of the item above.

Appendix B Government Furnished Equipment, Supplies, and Services

In addition to the facilities and components listed in Appendix A, Government Furnished Facilities, the Government will provide the following equipment, supplies, and services to and for the use by the Contractor.

Fire Suppression Equipment: Except for Contractor furnished extinguishers mounted on the Contractor furnished fuel servicing trucks, all fire suppression equipment, i.e., fire extinguishers or portable/installed fire suppression equipment, will be provided, repaired, overhauled, and, as necessary, replaced by the Government. The Government will establish the quantity and type of fire suppression equipment on station within the Fuel Management facilities.

Telephone Services: The Government will provide telephone services, i.e., commercial, DSN, and on-station emergency lines, Local Area Network (LAN) connections (if applicable), and equipment required and necessary to conduct Government business, i.e., FAS and FES input. See Section CR-.3.3, Other Contractor Provided Equipment and Supplies, regarding Contractor-furnished telephones services.

Utilities: The Government will provide electricity, natural gas/propane, heating/power production fuels, water, and sewage services as required for the health and welfare of contract personnel that occupy facilities provided by the Government and prefabricated structures provided by the Contractor under Section CR-3.1.10, Prefabricated Buildings.

Refuse Collection: The Government will provide refuse collection. Refuse placed in refuse containers by the Contractor shall be limited to that generated at the contracted location in the performance of this Contract.

Emergency Medical Service: The Government will provide the emergency medical service limited to first responder emergency medical services as available through the Navy Branch Medical Section. A Navy ambulance will respond to called emergencies and transport injured employees to the closest medical facility located at.

Postal/Mail Distribution: The Government will provide access to and postage for the United States Postal Service and United Parcel Service for official Government mail generated as a result of performance of this Contract. The Government will also provide on-installation distribution of mail.

Fuel Products: Limited to those products stocked and issued on base, the Government will furnish fuel for the operation of the Contractor's fuel servicing equipment, trucks, and tractors identified as fuel servicing equipment. The Contractor shall provide fuel for utility/administrative vehicles, i.e., pick-ups and vans, used by management for administrative purposes.

Forms and Documents: The Government will provide all forms and documents unique to the Government.

Automated System Chips, Keys, and Cards: The Government will provide all hardware, software, and programmable chips, keys, and cards applicable to automated services stations/product dispensing systems installed at NAB Little Creek.

Materiel Safety Data Sheets (MSDS): The Government will provide the appropriate MSDS for those compounds furnished by the Government. See Section CR-.3.3, Other Contractor Provided Equipment and Supplies, regarding materials provided by the Contractor and the requirement to provide the appropriate MSDS for those materials.

The following is a list of additional Government minor property that will be put under the care and control of the Contractor. It includes items that must be secured, monitored, inspected, and may require preventive maintenance as specified within this PWS. This is an approximate list to be validated and updated as outline in Section CR-2.17, Property Inventory and Accountability.

Facility	Item/Component Description [1]	Qty
	Fuels Automated System (FAS) Equipment BY Serial numbers	
	Computers	
	Keyboards	
	Mouse/Roller Ball	
	Monitors	
	Printers	
	Modems	
	APC Devise	
	Laboratory Equipment (Installed/affixed cabinets need not be listed.)	
	Combined/Contaminated Fuels Detector (CFD and CCFD)	
	AEL Water Detector	
	B-2 FSII Test Kit	
	Flash Point Tester	
	Gammon Field Test Kit	
	Calibrated Thermometers	
	List portable items such as dishwashers, ovens, flammables cabinets, etc.	
	Direct Refueling Safety Equipment	
	Cranial Protective Helmets	AR
	Signal Wands	AR
	Furniture	
	Desks	
	Chairs	
	Filing Cabinets	
	Powered Equipment/Tools	
	Truck, 2000-Gallon Used Oil, 96-40003, Isometric 191T2000	1
	Truck, 2000-Gallon JP5, 96-40874, Isometric 227T2000	1

(1) List item, manufacture, size, rating, and other descriptive information. Supplies stocked and controlled by the Government then issued to the Contractor, need not be listed. [2)]

Appendix C Definitions, Acronyms, and Abbreviations

Words, the use of words, phrases, abbreviations, and acronyms as may be reflected within this Performance Work Statement are defined and clarified as follows. This is a generic listing. Many of the entries herein may not appear in this specific PWS and should be regarding solely as general information.

AFSS: Automated Fuel Service Station

API: American Petroleum Institute

AT: Annual Tour. Term applicable to Air Force Reserve annual reserve training activities.

ATG: Automatic Tank Gauge

AST: Aboveground Storage Tank

ASTM: American Society for Testing and Materials

Barrel: A barrel is equal to 42 U.S. gallons.

Biodiesel: Fuel Oil, Diesel, Biodiesel B20, a mixture of diesel fuel and organic oil such as soybean oil.

CFE: Contractor Furnished Equipment

CFR: Code of Federal Regulations

CLIN: Contract Line Item Number

Common Hand Tools: As it applies to this document, common hand tools are defined as screwdrivers, pliers, hand cutters, hand, Allen, and pipe wrenches, socket and nut driver sets, hammers, bars, clamps and securing devises, and miscellaneous other non-powered tools of all size and type as may be carried by (personal tools) or available to (shop tools) a system operator or maintenance person performing simple and immediate adjustments and repairs.

Contract Date/Periods:

Contract Award Date: The date entered in block 20C, Date Signed, of the Standard Form 26, Award/Contract. This date may differ from the start/performance date. Note that elements of the solicitation/contract are linked to this date.

Contract Start Date: The contract start date, performance date, or first day of the performance period is the first day of the period cited in block 15 (A through F) of the Standard Form 26, Award/Contract. The start date and performance period may be adjusted by amendment to provide the Contractor sufficient lead-time to ready equipment for the contract. In this respect, the award and start dates are linked dates in that one may drive actions of the other.

Contract(ed/ing) Activity: Any reference to the “contracted” or “contracting” activity is reference to the base, facility, activity, or installation for or to which the PWS applies.

Contractor (The): The individual, group of persons, company, group of companies, or corporation specifically named and contracted by/with the Government to fulfill the terms of the specified contract document. The term "Contractor" as used herein refers to the company or corporation as a whole or any individual, manager or assistant, attendant, technician, operator, driver, dispatcher, or laborer who may be acting on behalf of the named Contractor.

Contracting Officer: Includes the Procurement Contracting Officer (PCO) and the Administrative Contracting Officer (ACO).

Contracting Officers Representative (COR): The local or on site Navy technical specialist, military or civilian, designated by the Contracting Officer to inspect and accept or reject the supplies and services furnished under a specified contract.

Cut and Cover (Tank): The type of bulk storage tank common to the early 1950's and NATO that was constructed at or partially below ground level and then covered with protective layers rock, gravel, and earth. Pits, pumping equipment, and pump houses are normally atop the tank.

DESC: Defense Energy Support Center

DFAMS: Defense Fuel Automated Management System

DFR: Defense Fuel Region

DFSP: Defense Fuel Support Point

DiEGME: Diethylene Glycol Monomethyl Ether, a type of Fuel System Icing Inhibitor (FSII)

DLA: Defense Logistics Agency

DOD: Department of Defense

DODAAC: Department of Defense Activity Address Code (also see UIC)

DSN: Defense Switching Network (telephone communications system once referred to as AUTOVON)

EDP: Emergency Distribution Plan

EPA: Environmental Protection Agency

EGME: Ethylene Glycol Monomethyl Ether, a type of Fuel System Icing Inhibitor (FSII)

FAR: Federal Acquisition Regulations

FAS: Fuels Automated System

FES: Fuels Enterprise Server

FSII: Fuel System Icing Inhibitor

ISSA: Inter-Service Support Agreement

GFE: Government Furnished Equipment

Maintenance: Unless specifically defined otherwise, the word or term "maintain or maintenance" shall mean preventive or operator maintenance as defined below.

Operator Maintenance: Operator maintenance is that work accomplished during routine inspections and during system use/operation. Operator maintenance may be, but is not necessarily limited to, work such as the replacement of ground wires, plugs, and clips, the replacement of O-rings and gaskets, the tightening of nuts, bolts, and screws to prevent leakage, or corrosion control and spot painting. Operator maintenance is normally be limited to those actions taken by qualified system operators using common hand tools.

Preventive Maintenance (PM): Preventive maintenance is a program of recurrent periodic or cyclic scheduled work designed to preserve and maintain equipment, apparatus, or facilities in such condition that they may be effectively used for their intended purpose.

Other Maintenance and Repair: Maintenance and repair beyond that defined as preventive is other maintenance and repair. This includes unplanned repair or replacement of material or components that show abnormal wear or fail. This maintenance will be approved by the COR and is reimbursable under Section C-4.1.

Maintenance "Not requiring component tear-down" implies that whatever action is stated, "replace an O-ring" for instance, does not require that the component be removed from the system or disassemble (major maintenance) and that the replacement of the O-ring is a simple slipped in or over or that a retainer ring can be moved, removed, and replaced (PM or operator maintenance) with no more than a simply hand tool.

MILCON: Military Construction

MPMS: Manual of Petroleum Measurements Standards

MSDS: Material Safety Data Sheet

MRE: Maintenance, Repair, and Environmental

NFPA: National fire Protection Agency

NPDES: National Pollution Discharge Elimination System

NSN: National Stock Number

OPA: Oil Pollution Act

OSHA: Occupational Safety and Health Administration

Phase IIB: The inclusion of ground fuels into the DESC DFAMS management and reporting system.

PM: Preventive Maintenance (see Maintenance above)

POS: Peacetime Operating Stock

PSI: Pounds per Square Inch

PWC or D: Public Works Center or Department

PWS: Performance Work Statement

Response Time: The total elapse time as measured from the time a call for services is received by the Contractor to the time the fuel servicing equipment or operator arrives at the aircraft, vehicle, facility, or equipment to be serviced. Note that there are varying "normal duty hour" and "after hour or weekend" response times.

QASP: Quality Assurance Surveillance Plan

SOP: Standard Operating Procedure

SOW: Statement of Work

SPCC: Spill Prevention Control and Countermeasure Plan

TAFDS: Tactical Airfield Fuel Delivery System, a set of pumps, filters, bladders, connecting hoses, and components used to receive, store, and dispense fuel to aircraft under field conditions.

Time: All reference to time or time periods, i.e., 0600-2000, 0600 to 2000, or 0600 to 2000 hours, is an expression of time as measure by a 24-hour clock (military time) and is an expression of local time for and at the contracted location.

UDAPS: Uniform Data Automated Processing System

USCG: United States Coast Guard

UST: Underground Storage Tank

UTA: Unit Training Assembly. Term applicable to Air Force Reserve weekend training.

Wording: Word usage and the intended meaning with regard to this solicitation/contract are as follows:

"Shall" is used to indicate that a provision of the contract or a requirement/action specified of the Contractor is mandatory. "The Contractor shall," identifies a mandatory action on the part of the Contractor.

"Should" is used to indicate an action on the part of the Contractor is recommended. "Emergency dry breakaway couplers should be installed," implies a recommended action or option on the part of the Contractor.

"Will" is used to indicate futurity on the part of the Government. "The Government will provide," implies the Government to take some future action to make something available to the Contractor.

"Furnish" and "provide" are use interchangeable.

"Herein" as use within this document refers to the Performance Work Statement (PWS) document and attached exhibits, in total.

"Notes" Notes are used to **emphasize** specific requirements, practices, and procedures required of the Contractor.

"Therein" as used within this document refers to the policy, procedure, guidance, information, data, or other information contained within a referenced document or an area of the PWS other than that being read.

The use of **"and/or"** and the forward slash **"/"** between words, i.e., collection/delivery, means or implies a capability to carry out either or both of the actions or activities described.

The terms **"Fuel" and "petroleum"** may be used interchangeability.

Appendix D Reference Documents

The following is a list of the references directly/indirectly sited within the PWS. It is not all-inclusive and does not site local/command instructions. It is the responsibility of the Contractor to ensure full compliance with all Federal, state, USN/USMC, and local regulatory documents. On contract award, the contracted activity will provide a copy of applicable DOD, USN, USMC, and local instructions required under this contract. All other references, i.e., federal and state code, professional, association, and industry standards and guidelines, many of which are available from various web sites, shall be provided by the Contractor. The following items that appear as blue and underlined are linked to a web site.

Document	Title
29 CFR (1)	Labor
29 CFR Part 1910	Occupational Safety and Health Standards
40 CFR 112	Oil Pollution Prevention
49 CFR 171	Hazardous Materials Regulations; General information, regulations, and definitions
49 CFR 172	Hazardous materials table, special provisions, hazardous materials communications, emergency response information, and training requirements
49 CRF 173	Shippers--general requirements for shipments and packaging
49 CFR 178.345	General design and construction requirements applicable to Specification DOT 406
49 CFR 178.346	Specification DOT 406; cargo tank motor vehicles
49 CFR 180	Continuing Qualification and Maintenance of Packaging
49 CFR 382	Controlled Substance and Alcohol Use and Testing
49 CFR 383	Commercial Driver's License Standards; Requirements/Penalties
49 DFR 387	Minimum Levels of Financial Responsibility for Motor Carriers
49 CFR 390	Federal Motor Carrier Safety Regulations; General
49 CFR 391	Qualification of Drivers
49 CFR 392	Driving of Commercial Motor Vehicles
49 CFR 393	Parts and Accessories Necessary for Safe Operation
49 CFR 395	Hours of Service for Drivers
49 CFR 396	Inspection, Repair and Maintenance
NFPA 385	Tanks Vehicles for Flammable and Combustible Liquids
NFPA 407	Aircraft Fuel Servicing
API Bulletin 1529	Aviation Fuel Hose
API Publications 1581	Specifications and Qualifications Procedures for Aviation Jet Fuel Filter Separators
DOD 4140.25-M	DOD Management of Bulk Petroleum Products, Natural Gas, and Coal
MIL-STD-3004 (2)(4)	Quality Surveillance Handbook for Fuel, Lubricants and Related Products
NAVAIR 00-80T-109 (2)	Aircraft Refueling NATOPS Manual
NAVFAC P-300	Management of Transportation Equipment
OPNAVINST 5090.1* (3)	Environmental and Natural Resources Program Manual
NAVSUP P-558 (3)	Petroleum Management Ashore
NAVSUP Vol. II	Supply Ashore

(1) All Code of Federal Regulation (CFR) referenced are at the same web site. To access the basic web page, point to 29 CFR, click, and follow the web page instructions. In this and other links, the user is taken to the basic web page. The computer knowledge of and navigation of the web sites is a user responsibility.

(2) User may require **mil (Military) domain** assistance or may have to register with this site in order to gain access and download documents.

(3) An asterisk * at the end of a reference, i.e., OPNAVINST 4790.2*, indicates there is an alpha designator to indicate the most recent version of the publication.

(4) Go to SPECS & STDS, scroll to STINET and enter DODISS ID Number MIL-STD-3004 (see Note 2 above).

Appendix E Maps

The NS Norfolk Fuel Division will provide the following maps during the contract pre-bid on-site visit. The 8½ X 11 inch map or map set provided will become a part of the contract.

1. A local area map clearly showing the nearest major city/town, roads, and the base

2. A station/local area map showing the routes to any outlying areas requiring aviation or ground fuels support

3. Station maps clearly showing all fuel facilities. Any connecting pipelines should be shown

4. Station maps clearly showing the entire flightline areas, parking ramps by type of aircraft, hot pit facilities, restricted areas, and other information as may be useful to the Contractor

5. Station map or a map set clearly showing all ground product delivery points, used oil collection points, and used oil disposition locations (color coded by grade of product)

Appendix F Quality Surveillance Program

The primary purpose of the Quality Surveillance Plan (QSP) and these Performance Requirements Summaries (PRSs) is to identify those performance requirements considered most critical to acceptable contract performance and the corresponding standards of performance. A PRS also identifies the Acceptable Quality Level (AQL) for each required service. It specifies the lot size that will be used as the basis for payment calculation as well as for sampling purposes, and the quality assurance methods, which the Government will use to evaluate the Contractor's performance in meeting the contract requirements. Finally, the PRS shows the percentage of the contract price that each listed contract requirement represents.

Government Quality Assurance: At the end of each inspection period, the Government will compare contractor performance to the contract standards and AQL/Allowable Degree of Deviation (ADD) using the Quality Assurance Plan (QAP). The Government will evaluate each required service based on one of the following inspection methods:

a. Random sampling using the concepts of ANCI/ASQC Z1.4-1993
b. One hundred percent inspection
c. Validated customer complaints

Criteria for Acceptable and Unacceptable Performance: The standards indicate the levels of performance deemed acceptable to the Government. Performance of a required service is considered satisfactory when the percentage of defective units (unsatisfactory outputs) found by the Government during contract surveillance does not exceed that allowed by the AQL. When the percentage of defective units discovered by the COTR exceeds that allowed by the AQL/ADD, the contractor's performance is considered unsatisfactory. When the performance is unsatisfactory, the Contractor shall respond in writing to a Contract Discrepancy Report (CDR). The CDR will require the Contractor to explain, in writing, why performance was unacceptable, how performance will be returned to satisfactory levels, and how recurrence of the problem will be prevented in the future. The COTR will evaluate the Contractor's explanation and recommend to the Contracting Officer if full payment, partial payment, or the contract termination process is applicable. The Contractor's payment for services rendered will be calculated as stated in paragraph 4.

Determination of the Number of Defective Units that Renders a Service Unsatisfactory: For services inspected by random sampling, the number is determined from the ANCI/ASQC Z1.4-1993 charts. For services inspected by other than random sampling, the reject (unacceptable) level equals the next whole number greater than the number of defectives allowed by AQL. (NOTE: If the AQL is expressed as a percentage, it must first be multiplied by the lot size to determine the number of defective units allowed by unsatisfactory performance.)

Re-performance of Unsatisfactory Work: At the Government's discretion, the Contractor shall re-perform, without additional cost to the Government, all work found by the COTR to be unsatisfactorily performed. The Contracting Officer will determine the amount of time the Contractor will be given to re-perform the work on a case-by-case basis. Re-performance will not improve the overall rating of the service in question.

For services sampled, the maximum contract payment per month is multiplied by the maximum payment percentage for the service to determine the maximum payment for acceptable service. This payment is multiplied by the percentage of the sample found acceptable to determine the percentage of the contract price that the Contractor will be paid for the listed service. The total number of defectives found, not just those in excess of the reject level, is used to determine the percentage of the sample found unacceptable. The percentage of the sample found unacceptable subtracted from 100 percent determines the percentage of the lot found acceptable.

For services checked by One hundred percent inspection or validated customer complaint, the maximum payment percentage of the service in column 5 of the PRS is multiplied by the payment percentage of the lot found acceptable. The resulting percentage is the percentage of the monthly contract price that the Contractor will be paid for the listed service. The total number of defectives found, not just the defectives in excess of the reject level, is used to determine the percentage of the lot found acceptable.

For those services that are performed less frequently than monthly, surveillance and computation of the Contractor's payment will be made during or immediately following the month when that service is performed. The payment computation will be determined for the entire period since the last surveillance. Should computation of the Contractor's payment result in an amount less than has already been paid for the preceding month(s) of the period since the last surveillance, the Government will deduct the overpayment from the current month's invoice.

Contractor Payment

Satisfactory Service. For satisfactory performance of a service, the Government will pay the Contractor the percentage of the monthly contract price indicated for that service.

Unsatisfactory Service. For unsatisfactory performance not caused by Government interference or Government failure to provide C3 requirements, the Government will pay the Contractor only for the percent of work found to be satisfactory.

Random Sampling. Payment based upon a finding of unsatisfactory service is calculated on the percentage of the sample found satisfactory. Payment will be calculated as follows: (maximum payment for satisfactory service x (% of sample found satisfactory) = payment for percentage of service found satisfactory.

EXAMPLE	
Maximum Contract Payment Per Month	$10,000.00
Maximum payment percentage for this service:	9% ($900.00)
Quantity of Units Completed:	450 (lot size)
AQL	10%
Sample size:	50
Reject level:	11(MIL-STD-105D)
Unsatisfactory units found:	20
Satisfactory units found:	30
Service is unsatisfactory	
Maximum payment for satisfactory service would be	900
% of sample found satisfactory (60 divided by 100 = 60%)	60%
Payment for percentage of service found satisfactory	$540

One hundred percent Inspection and Validated Customer Complaints: Payment for unsatisfactory service is based on the percentage of the **lot** found satisfactory. Payment will be calculated as follows: (maximum payment for satisfactory service) x (% of lot found satisfactory) = payment for percentage of service found satisfactory.

EXAMPLE	
Maximum Contract Payment Per Month	$10,000.00
Maximum payment percentage for this service:	9% ($900.00)
Quantity of Units Completed:	100 (lot size)
AQL	10%
Unsatisfactory units found:	40
Satisfactory units found:	60
Service is unsatisfactory	$900
Maximum payment for satisfactory service would be	
% of sample found satisfactory (60 divided by 100 = 60%)	60%
Payment for percentage of service found satisfactory	$540

Payment for Service with a Surveillance Period Longer than Monthly: Some of the line items listed in the PRS have a surveillance period which is longer than monthly. Throughout the surveillance period, the Government will inspect each unit completed for these line items using the inspection method specified in the PRS. Each month the Government will pay the Contractor the maximum payment percentage allowed for that service, as if the service were found satisfactory. At the end of the surveillance period, the Government will compare the Contractor's performance for the entire surveillance period to the AQL for that line item to determine if overall performance for the line item was satisfactory.

Satisfactory Service. Payment for satisfactory performance will be calculated as follows: (maximum payment for satisfactory service) - (payments made during the surveillance period) = total amount of adjustment at the end of the surveillance period.

Unsatisfactory Service. Payment for unsatisfactory performance will be calculated as follows:

For services inspected by random sampling: (maximum payment for satisfactory service) x (% of sample found satisfactory) - (payments made during surveillance period) = amount of adjustment at end of surveillance period.

For services inspected by One hundred percent inspection and validated customer complaints: (maximum payment for satisfactory service) x (% of lot found satisfactory) - (payments made during surveillance period) = amount of adjustment at end of surveillance period.

Nothing in the foregoing provisions will diminish or preclude Government actions pursuant to the "Default" clause or other terms and conditions of this contract.

AIRCRAFT FUEL SERVICES to include the DISPATCH CENTER				
Requirement/Reference	**Standard**	**Max Allowable Degree of Deviation (AQL)**	**Method of Surveillance**	**Max Percent Payment for Meeting AQL**
Staffing Section CR-1.8, Table 1, Sections CR-1.9.1 and CR-1.9.2	Sufficient qualified driver/operators on duty to satisfy servicing demands. Qualified dispatcher/computer operator on duty for the hours specified.	0%	100% Inspection	25
Qualifications Sections CR-1.9.1 and CR-1.9.2	Qualified personnel performing duties. Training records/documents to substantiate qualifications. Dispatcher/computer operator FAS qualified.	4%	100% Inspection	5
Documentation Section CR-2.2.1.4	Documents accurate, legible, and forwarded to accounting in a timely manner.	0%	Random	1
Response times Section CR-2.2.2.2	Established servicing response times meet. Responses in excess of established limits fully explained in pass down logs/management reports.	0%	Customer Complaint	25
Quality Section CR-2.10	Appropriate sample taken and tested. Results documented and logs maintained.	0%	Random	10
Housekeeping Section CR-2.1.2.2.1 Grounds Maintenance Section CR-2.1.2.2.3	Buildings maintained in a clean, sanitary, and organized condition. Grounds maintained in a neat, trim condition. Glass and vegetation cut to standards.	5%	Random	2
Training Section CR-2.13	Applicable training conducted/documented. Records complete. Monitor appointed.	4%	100% Inspection	2
Safety Section CR-2.14	Fuel servicing operations conducted IAW NATOPS and applicable safety regulations.	0%	100% Inspection	35
Environmental Section CR-2.15	Contractor in full compliance with environmental law and regulations.	0%	Random	4
Security Section CR-2.16	Security measures taken to protect government and contractor equipment. Patrols made/logs kept.	0%	Random	2
Equipment Specifications Section CR-3.1	Equipment configured in accordance with the specifications outline herein.	5%	100% Inspection	1
Other Equipment/Supplies Section CR-3.3	Equipment and supplies identified readily available to contract personnel.	5%	100% Inspection	1
Uniforms/Safety Equipment Section CR-3.4	Uniforms provided and worn by contract employees. Safety equipment available and used.	0%	100% Inspection	1
References Appendix D	Current reference documents readily available to contract personnel.	5%	100% Inspection	1
				100

See ANSI/ASQC Z1.4-1993 Sampling Procedures and Tables for Inspections by Attributes

FUEL DISTRIBUTION and STORAGE OPERATIONS				
Requirement/Reference	**Standard**	**Max Allowable Degree of Deviation (AQL)**	**Method of Surveillance**	**Max Percent Payment for Meeting AQL**
Staffing Section CR-1.8, Table 1, Sections CR-1.9.1 and CR-1.9.2	Sufficient qualified Fuel Distribution System Operators on duty to satisfy demands. Qualified system operator and maintenance personnel on duty for the hours specified.	0%	100% Inspection	25
Qualifications Sections CR-1.9.1 and CR-1.9.2	Qualified personnel performing duties. Training records/documents to substantiate qualifications.	4%	100% Inspection	5
Documentation Section CR-2.3.3.2	Documents accurate, legible, and forwarded to accounting in a timely manner.	0%	Random	1
Maintenance Section CR-2.2.2.2	Scheduled PM	0%	Customer Complaint	25
Quality Section CR-2.9	Appropriate sample taken and tested. Results documented and logs maintained.	0%	Random	10
Housekeeping Section CR-2.1.2.2.1 Grounds Maintenance Section CR-2.1.2.2.3	Buildings maintained in a clean, sanitary, and organized condition. Grounds maintained in a neat, trim condition. Grass and vegetation cut to standards.	5%	Random	2
Training Section CR-2.13	Applicable training conducted/documented. Records complete. Monitor appointed.	4%	100% Inspection	2
Safety Section CR-2.14	Fuel servicing operations conducted IAW NATOPS and applicable safety regulations.	0%	100% Inspection	35
Environmental Section CR-2.15	Contractor in full compliance with environmental law and regulations.	0%	Random	4
Security Section CR-2.16	Security measures taken to protect government and contractor equipment. Patrols made/logs kept.	0%	Random	2
Equipment Specifications Section CR-3.1	Equipment configured in accordance with the specifications outline herein.	5%	100% Inspection	1
Other Equipment/Supplies Section CR-3.3	Equipment and supplies identified readily available to contract personnel.	5%	100% Inspection	1
Uniforms/Safety Equipment Section CR-3.4	Uniforms provided and worn by contract employees. Safety equipment available and used.	0%	100% Inspection	1
References Appendix D	Current reference documents readily available to contract personnel.	5%	100% Inspection	1
				100

See ANSI/ASQC Z1.4-1993 Sampling Procedures and Tables for Inspections by Attributes

BASE (MILITARY) SERVICE STATION OPERATIONS (NAB Little Creek Only)				
Reference	**Standard**	**Max Allowable Degree of Deviation (AQL)**	**Method of Surveillance**	**Max Percent Payment for Meeting AQL**
Staffing Section CR-1.8, Table 1, Sections CR-1.9.1 and CR-1.9.2	Qualified personnel available to perform receipt, inventory, and PM functions.	0%	100% Inspection	10
Facility/Equipment PM Section CR-2.1.2.2.35	Maintain conducted IAW references. Applicable meters and gauges calibrated as scheduled. Documentation complete and available.	4%	Random	35
Receipt Operations Section CR-2.4.2	Receipts performed IAW references. Operations started on time.	0%	Random	5
Quality Section CR-2.4.2.1	Appropriate samples taken and tests performed.	0&	Random	2
Inventory Section CR-2.4.2.2	Daily and weekly inventories complete, accurate, and forwarded in a timely manner. Monthly inventories witnessed, complete, accurate and forwarded in a timely manner.	0%	Random	5
Documentation/Accounting Section CR-2.4.2.2	Documentation complete, accurate, and forwarded to the appropriate office NLT 0900 daily.			
Alternate Ops Established Section CR-2.4.3	Alternative service station manning and issue methods and means established.	4%	Random	20
Housekeeping Section CR-2.1.2.2.1 Grounds Maintenance Section CR-2.1.2.2.3	Buildings maintained in a clean, sanitary, and organized condition. Grounds maintained in a neat, trim condition. Glass and vegetation cut to standards.	5%	Random	2
Training Section CR-2.13	Applicable training conducted/documented. Records complete. Monitor appointed.	4%	100% Inspection	2
Safety Section CR-2.14	Fuel servicing operations conducted IAW NATOPS and applicable safety regulations.	0%	100% Inspection	35
Environmental Section CR-2.15	Contractor in full compliance with environmental law and regulations.	0%	Random	4
Security Section CR-2.16	Security measures taken to protect government and contractor equipment. Patrols made/logs kept.	0%	Random	2
Equipment Specifications Section CR-3.1	Equipment configured in accordance with the specifications outline herein.	5%	100% Inspection	1
Other Equipment/Supplies Section CR-3.3	Equipment and supplies identified readily available to contract personnel.	5%	100% Inspection	1
Uniforms/Safety Equipment Section CR-3.4	Uniforms provided and worn by contract employees. Safety equipment available and used.	0%	100% Inspection	1
References Appendix D	Current reference documents readily available to contract personnel.	5%	100% Inspection	1
				100

See ANSI/ASQC Z1.4-1993, Sampling Procedures and Tables for Inspections by Attributes

GROUND FUEL DELIVERY OPERATIONS				
Reference	**Standard**	**Max Allowable Degree of Deviation (AQL)**	**Method of Surveillance**	**Max Percent Payment for Meeting AQL**
Staffing Section CR-1.8, Table 1, Sections CR-1.9.1 and CR-1.9.2	Qualified personnel available to perform receipt, inventory, and PM functions.	0%	100% Inspection	10
Qualifications and Licensing Section CR-1.9.2.4	Drivers fully qualified and properly licensed.	0%	100% Inspection	
Ground Fuels, General Section CR-2.5.1	Contractor understands the concept of scheduled and unscheduled ground fuel deliveries.	0%	100% Inspection	
FAS Gas Log Section CR-2.5.1.2	Automated data collection equipment provided, used, and FAS Gas Log updated.	0%	100% Inspection	
Housekeeping Section CR-2.1.2.2.1	Work area maintained in a clean, sanitary, and organized condition.	5%	Random	2
Training Section CR-2.13	Applicable training conducted/documented. Records complete. Monitor appointed.	4%	100% Inspection	2
Safety Section CR-2.14	Fuel servicing operations conducted IAW NATOPS and applicable safety regulations.	0%	100% Inspection	35
Environmental Section CR-2.15	Contractor in full compliance with environmental law and regulations.	0%	Random	4
Security Section CR-2.16	Security measures taken to protect government and contractor equipment.	0%	Random	2
Equipment Specifications Section CR-2.5.1.1 & CR-3.1.4	Equipment configured in accordance with the specifications outline herein.	5%	100% Inspection	1
Other Equipment/Supplies Section CR-3.3	Equipment and supplies identified readily available to contract personnel.	5%	100% Inspection	1
Uniforms/Safety Equipment Section CR-3.4	Uniforms provided and worn by contract employees. Safety equipment available and used.	0%	100% Inspection	1
References Appendix D	Current reference documents readily available to contract personnel.	5%	100% Inspection	1
				100

See ANSI/ASQC Z1.4-1993, Sampling Procedures, and Tables for Inspections by Attributes

USED OIL COLLECTION and HANDLING OPERATIONS (NS Norfolk Only)				
Reference	**Standard**	**Max Allowable Degree of Deviation (AQL)**	**Method of Surveillance**	**Max Percent Payment for Meeting AQL**
Staffing Section CR-1.8, Table 1, Sections CR-1.9.1 and CR-1.9.2	Qualified/licensed personnel available to perform collection, handling, and disposal functions.	0%	100% Inspection	10
General Section CR-2.6.1	Contractor has an understanding of used oil collection and disposal operations.			
Equipment Section CR-2.6.2 & CR-3.1.5	Appropriate equipment provided and maintained in a safe, fully functional manner.			
Collection Section CR-2.6.3	Contractor understands the collection process. Used oil collection point information kept up-to-date.			
Testing Section CR-2.6.3.1	Used oil tested prior to collection and IAW local instructions.			
Documentation Section C.2.6.4.	Used oil collections/disposal documented using appropriate forms/FAS entries.			
Housekeeping Section CR-2.1.2.2.1	Buildings maintained in a clean, sanitary, and organized condition.	5%	Random	2
Training Section CR-2.13	Applicable training conducted/documented. Records complete. Monitor appointed.	4%	100% Inspection	2
Safety Section CR-2.14	Fuel servicing operations conducted IAW NATOPS and applicable safety regulations.	0%	100% Inspection	35
Environmental Section CR-2.15	Contractor in full compliance with environmental law and regulations.	0%	Random	4
Security Section CR-2.16	Security measures taken to protect government and contractor equipment. Patrols made/logs kept.	0%	Random	2
Equipment Specifications Section CR-3.1.5	Equipment configured in accordance with the specifications outline herein.	5%	100% Inspection	1
Other Equipment/Supplies Section CR-3.3	Equipment and supplies identified readily available to contract personnel.	5%	100% Inspection	1
Uniforms/Safety Equipment Section CR-3.4	Uniforms provided and worn by contract employees. Safety equipment available and used.	0%	100% Inspection	1
References Appendix D	Current reference documents readily available to contract personnel.	5%	100% Inspection	1
				100

See ANSI/ASQC Z1.4-1993, Sampling Procedures and Tables for Inspections by Attributes

FUEL LABORATORY OPERATIONS				
Reference	**Standard**	**Max Allowable Degree of Deviation (AQL)**	**Method of Surveillance**	**Max Percent Payment for Meeting AQL**
Staffing Section CR-1.8, Table 1, Sections CR-1.9.1 and CR-1.9.2	Qualified personnel available to perform sampling and testing functions.	0%	100% Inspection	10
Quality Surveillance Plan Section CR-1.4.3 and CR-2.10.1	Quality Surveillance Plan	0%		
Sampling Section CR-2.10.2.1	Periodic samples taken as scheduled.	0%		
Sample/Test Documentation Section CR-2.10.2.3	Sampling and testing documented.	0%		
Housekeeping Section CR-2.1.2.2.1 Grounds Maintenance Section CR-2.1.2.2.3	The laboratory maintained in a clean, sanitary, and organized condition. Grounds maintained in a neat, trim condition. Grass and vegetation cut to standards.	5%	Random	2
Training Section CR-2.13	Applicable training conducted/documented. Records complete. Monitor appointed.	4%	100% Inspection	2
Safety Section CR-2.14	Laboratory operations conducted IAW NATOPS and applicable safety regulations.	0%	100% Inspection	35
Environmental Section CR-2.15	Contractor in full compliance with environmental law and regulations.	0%	Random	4
Security Section CR-2.16	Security measures taken to protect government and contractor equipment. Patrols made/logs kept.	0%	Random	2
Equipment Specifications Section CR-3.1	Equipment configured in accordance with the specifications outline herein.	5%	100% Inspection	1
Other Equipment/Supplies Section CR-3.3	Equipment and supplies identified readily available to contract personnel.	5%	100% Inspection	1
Uniforms/Safety Equipment Section CR-3.4	Uniforms provided and worn by contract employees. Safety equipment available and used.	0%	100% Inspection	1
References Appendix D	Current reference documents readily available to contract personnel.	5%	100% Inspection	1
				100

See ANSI/ASQC Z1.4-1993, Sampling Procedures, and Tables for Inspections by Attributes

ADMINISTRATION and ACCOUNTING FUNCTION				
Reference	**Standard**	**Max Allowable Degree of Deviation (AQL)**	**Method of Surveillance**	**Max Percent Payment for Meeting AQL**
Staffing Section CR-1.8, Table 1, Sections CR-1.9.1 and CR-1.9.2	Qualified personnel available to perform receipt, inventory, and PM functions.	0%	100% Inspection	20
Accounting Section CR-2.9.3	An accounting regiment applicable to the contracted activity established.	0%	100% Inspection	10
Input and Activity Report Section CR-2.9.3.1	Accounting input accomplished daily, activity reports provided in a timely manner.	0%	Random	10
FAS Training Section CR-1.9.2.10	Accounting personnel FAS trained/qualified.	0%	100% Inspection	10
ADP Security Section CR-1.9.2.10 and C.2.9.4	Personnel provided access to government computers cleared and have the appropriate password (s).	0%	100% Inspection	5
SS Key/Card Files Section CR-2.9.6	Automated Service Station Key and Card program and files maintained.	0%	Random	5
Housekeeping Section CR-2.1.2.2.1	Buildings maintained in a clean, sanitary, and organized condition.	5%	Random	2
Training Section CR-2.13	Applicable training conducted/documented. Records complete. Monitor appointed.	4%	100% Inspection	2
Safety Section CR-2.14	Fuel servicing operations conducted IAW NATOPS and applicable safety regulations.	0%	100% Inspection	5
Environmental Section CR-2.15	Contractor in full compliance with environmental law and regulations.	0%	Random	4
Security Section CR-2.16	Security measures taken to protect government and contractor equipment. Patrols made/logs kept.	0%	Random	2
Other Equipment/Supplies Section CR-3.3	Equipment and supplies identified readily available to contract personnel.	5%	100% Inspection	1
Uniforms/Safety Equipment Section CR-3.4	Uniforms provided and worn by contract employees. Safety equipment available and used.	0%	100% Inspection	1
References Appendix D	Current reference documents readily available to contract personnel.	5%	100% Inspection	1
				100%

See ANSI/ASQC Z1.4-1993, Sampling Procedures, and Tables for Inspections by Attributes

VEHICLE IDENTIFICATION WORKSHEET

A. CONTRACT DATA

Contract Location	Contract Number	Contract Period

B. THE TRACTOR (PRIME MOVER)

Manufacture		Model	Model Year	Gas/Diesel
Number of Axles	**Gross GVWR**	**GVWR Front**	**GVWR 1st Rear**	**GVWR 2nd Rear**

VIN	Contractor Control Number	License No. (if applicable)

C. THE CARGO TANK/REFUELER

Manufacture	Year Manufactured	Capacity	No. of Axles	GVWR

MC/DOT Specification	Date Certified	Certification No.

VIN or Tank Serial No.	Contractor Number	License No. (if applicable)

D. NOTES & ATTACHMENTS

Attach a copy of the cargo tank certification, vehicle weight certifications, equipment waivers and other documents as may be pertinent and applicable to the identification of the vehicle presented for inspection.

Contract Representative	Date

NAVPETOFF Equipment Control Form